

NEW REVISED EDITION

DIXSON
English
SERIES

GRADED EXERCISES IN English

ROBERT J. DIXSON

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PREFACE

Teachers who have used *Graded Exercises in English* in the past will at once detect a fundamental change which has been made in the present edition. Originally, the book concentrated on those errors which occur most frequently in the speech of foreign students. Evolving from this practical base, it has been expanded and transformed into a complete basic grammar text. The principles are covered comprehensively, regularly, and methodically; at the same time, the material is arranged in order of increasing difficulty—ranging from elementary to advanced.

As to procedure in using the book, the teacher may find the following suggestions helpful:

One: Repeat all exercises several times. Make each repetition a little faster, demanding from the class increased speed together with greater accuracy. Don't try to cover too many exercises in one day.

Two: Ask students to close their books and then have them do the same exercise orally — several times if possible. Since some exercises cannot be used in this way, you will have to guide and direct your students in this type of drill.

Three: Tell the class that you are now going to ask them some questions using the particular grammar principle being studied. For example, if you are studying the exercise on *supposed to* (p. 108), ask your students ten or twelve questions using this phrase which they must answer. You can ask such questions as: "What time are you supposed to come to class each day?" or "Where are you supposed to meet your friend tonight?" etc.

Four (and this is important): In the case of each grammar principle studied, have some simple oral drill of your own ready for use. These supplementary oral drills are very easy to develop. For example, if you are teaching negatives, you can simply give your students a series of sentences and have them change the sentences to negative form. Any similar oral drill will generally serve. On the advanced level, supplementary exercises can often be made quite interesting as well as practical by relating them to situations in everyday life. Students

generally enjoy such drills: They find them fun to do; and they feel that they are actually speaking the language rather than just learning grammar from a textbook.

Five: Institute some regular system of review so that wherever possible, a part of every lesson is devoted to the repetition of material of earlier lessons. In this way what is learned today is not foredoomed to be forgotten tomorrow.

Six: For purposes of variety, occasionally dictate exercises to the class and have the students write as you dictate. Students, in such exercises, can be directed to fill in verb tenses, correct mistakes, change to negative or interrogative form, etc.

Keep in mind that the above points are only suggestions. Other techniques which fit a particular class situation better may be substituted. In general, use an oral approach; for the less the reliance placed upon the actual exercises of the book, the more animated and interesting the lesson. This approach should also yield more concrete results, enabling students to readily use what they have learned. In this way the main purpose of any good language class will have been achieved.

R. J. D.

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TO BE (Present Tense)

I am
you are
he is }
she is }
it is }

we are
you are
they are

Supply the correct form of the present tense of to be.

1. He a good student.
2. They old friends.
3. I a student.
4. John absent from class today.
5. We both students.
6. The weather today good.
7. The sky clear.
8. Henry and John brothers.
9. She and I cousins.
10. Mr. Smith sick today.
11. He a businessman.
12. Mr. Jones a lawyer.
13. Today Wednesday.
14. She and John both good students.
15. The policeman on the corner busy with the traffic.
16. He and I old friends.

TO BE (Negative and Question Forms)

We form the negative of *to be* by placing *not* after the verb.

I am a student.

I am *not* a student.

We form questions with *to be* by placing the verb before the subject.

She is absent from class today.

Is she absent from class today?

Why *is* she absent from class today?

a. *Change the following sentences from affirmative to negative.*

1. They are in Europe now.
2. John is angry with you.
3. He and she are cousins.
4. He is very studious.
5. Both sisters are tall.
6. She is a clever girl.
7. They are members of the country club.
8. He is a good tennis player.
9. Mr. Smith is a pilot with American Airlines.
10. The sky is very cloudy today.
11. The office of the principal is on the first floor.
12. It is cold today.
13. She is a tall, blonde girl.
14. It is a good movie.
15. The stamps are in my desk.
16. He is in his office.

b. *Change all the sentences above to questions.*

PLURAL NOUNS

We form the plural of most nouns by adding *s*.

door	doors
book	books

We form the plural of nouns ending in *s*, *z*, *ch*, *sh*, and *x* by adding *es*.

church	churches
box	boxes

Some nouns have irregular plural forms.

<u>Singular</u>	<u>Plural</u>	<u>Singular</u>	<u>Plural</u>
man	men	foot	feet
woman	women	tooth	teeth
child	children	mouse	mice

Change the following sentences from singular to plural.

1. She is a good teacher.
2. He is my cousin.
3. The pencil is on the desk.
4. The glass is in the kitchen.
5. It is a new dish.
6. He is a young man.
7. The bus is at the corner.
8. She is a pretty woman.
9. The salesman is in the office.
10. The house is on the corner.
11. The child is in the garden.
12. The clock is on the wall.
13. The orange is on the table.
14. He is a Frenchman.
15. The watch is new.
16. It is a good picture.

A/AN

A changes to *an* before any word beginning with a vowel sound.

a book

an apple

a man

an old man

Complete the following sentences with a or an.

1. It is lovely day.
2. It is old university.
3. He is unusual man.
4. It is exception to the rule.
5. It is long trip, but it is easy trip.
6. It is large library.
7. It is orange.
8. It is pear.
9. He is honest man.
10. She is old woman.
11. His car is used car.
12. It is tall tree.
13. It is egg.
14. It is apple.
15. It is old bus.
16. It is empty bottle.
17. It is hour till lunch.
18. It is windy day.
19. It is good idea.
20. It is one-story building.

TO HAVE (Present Tense)

I have	we have
you have	you have
he has	} they have
she has	
it has	

Complete the following sentences with the correct form of have.

1. They a new car.
2. She one sister and two brothers.
3. He and I many things in common.
4. John a new wristwatch.
5. We many friends in New York.
6. Helen a headache.
7. Grace a date with George tonight.
8. Mr. Gonzalez a strong foreign accent.
9. Both brothers red hair.
10. Harry's dog a long tail.
11. Mr. Smith's office three large windows.
12. I a charge account in Gimbel's Department Store.
13. Both children bad colds.
14. Dr. Smith many patients.
15. Mr. Jones, the lawyer, many clients.
16. We a large library at school.
17. The secretary a new typewriter.
18. The building two entrances.
19. I brown eyes.
20. You green eyes.

SIMPLE PRESENT TENSE

The simple present tense is conjugated as follows:

I work	we work
you work	you work
he works	they work
she works	
it works	

We use the simple present tense to describe an action which goes on every day or all the time.

Give the correct present tense form of the verb in parentheses.

1. We (read) the newspaper in class every day.
2. He (come) to school by bus.
3. I always (walk) to school.
4. The children (play) in the park every afternoon.
5. I (eat) lunch in the cafeteria every day.
6. Helen (work) very hard.
7. I (like) to sit in the sun.
8. The dog (chase) the cat all around the house.
9. Mr. Smith (work) for Eastern Airlines.
10. Helen generally (sit) at this desk.
11. We always (play) tennis on Saturdays.
12. He always (prepare) his homework carefully.
13. They (eat) lunch together every day.
14. Some girls (use) too much make-up.
15. They (take) a lot of trips together.
16. We always (travel) by car.
17. They (attend) church every Sunday.
18. He (speak) several foreign languages.

SIMPLE PRESENT TENSE (Third Person Singular)

In the simple present tense of some verbs, we add *es* instead of *s* in the third person singular.

a) If a verb ends in *y* preceded by a consonant, we change the *y* to *i* and add *es*.

I study

he studies

b) If a verb ends in *o*, we add *es*.

I go

he goes

c) If a verb ends in *s*, *sh*, *ch*, *x*, or *z*, we add *es*.

I reach

he reaches

a. Give the correct present tense form of the verb in parentheses.

1. John (go) there twice a week.
2. Helen (do) the work of two people.
3. I always (try) to arrive everywhere on time.
4. George always (try) to do the same thing.
5. The teacher (wish) to speak with you.
6. Mr. Walker (teach) English and mathematics.
7. They (go) to the movies twice a week.
8. We (watch) television every night.
9. Mary (play) the piano very well.
10. He (study) in the same class as I.
11. The nurse (watch) the child in the park.
12. The mother (kiss) both boys good-bye every morning.
13. I (catch) cold very often.
14. Helen also (catch) cold very often.
15. He (do) everything that she asks.
16. He (carry) the books in a briefcase.

SIMPLE PRESENT TENSE (Third Person Singular)

(Continued)

b. *Change the following sentences so that they begin with He instead of I.*

1. I like to study.
(He likes to study.)
2. I work hard.
3. I'm a good student.
4. I own a car.
5. I'm an American.
6. I enjoy each English class.
7. I want to learn English.
8. I have a new wristwatch.
9. I speak English.
10. I wish to learn English.
11. I watch television every night.
12. I pass Mr. Smith on the street every day.
13. I always go to school by bus.
14. I try to learn ten new words every day.
15. I do a lot of favors for John.
16. I play the violin very well.
17. I have two brothers and two sisters.
18. I always sit at this desk.
19. I write the new words on the blackboard.
20. I study English three times a week.

c. *Change the subject of each sentence in b. to They.*

d. *Change the subject of each sentence in b. to She.*

PLURAL NOUNS

If a noun ends in *y* preceded by a consonant, we change the *y* to *i* and add *es*.

city
lady

cities
ladies

If a noun ends in *y* preceded by a vowel, we only add *s*.

key
monkey

keys
monkeys

If a noun ends in *f* or *fe*, we change the *f* to *v* and add *s* or *es*.

wife
leaf

wives
leaves

With a few nouns ending in *o*, like *potato*, *tomato* and *hero*, we add *es*.

potato

potatoes

Change the subjects of the following sentences from singular to plural.

1. The child plays in the park every morning.
(The children play in the park every morning.)
2. The knife is next to the plate.
3. The dish is on the table.
4. Helen's new dress is very pretty.
5. The plane leaves from this airport.
6. The bus stops at this corner.
7. The box is empty.
8. The church is near here.
9. The class begins at nine o'clock.
10. The man knows his English well.
11. He enjoys the work very much.
12. She is not afraid of dogs.
13. The boy does the work well.
14. The woman is ill.
15. The glass is broken.
16. The watch runs well.
17. The salesman is very polite.
18. The key is on the table.

POSSESSIVE ADJECTIVES

my
your
his }
her }
its }

our
your
their

Your friend took *my* book.
Our books are on *her* desk.

Complete the following sentences with the possessive adjective which refers to the subject of the sentence.

1. She knows lesson well.
(She knows *her* lesson well.)
2. I also know lesson well.
3. Helen likes English class very much.
4. I do homework on the bus every day.
5. You always get good marks on examinations.
6. Both girls prepare lessons well.
7. Mr. Smith drives to work in car.
8. Mary and I do homework together.
9. Grace writes a letter to aunt every week.
10. The dog wags tail when it sees master.
11. The children take toys to the park.
12. I write the new words in notebook.
13. Each cat has own dish for food and water.
14. Both boys ride bicycles to school.
15. You and Henry spend a lot of time on homework.
16. We enjoy English class.
17. She always does well on all examinations.
18. An Englishman must have tea every afternoon.

THERE IS/THERE ARE

We use *there is* with singular nouns; we use *there are* with plural nouns.

There is a book on the table. There are books on the table.

There is one man in the room. There are several men in the room.

Complete the following sentences with There is or There are.

1. a new moon tonight.
2. someone at the door.
3. a lot of students absent today.
4. a mailbox on the corner.
5. three lamps in the room.
6. two large windows in the room.
7. But only one door.
8. a lot of English classes in our school.
9. nobody in the room now.
10. a letter on the table for you.
11. several beautiful parks in this city.
12. twelve months in a year.
13. only one cloud in the sky.
14. no one at home.
15. dishes but no silverware on the table.
16. no stores in this section of town.

THERE IS/THERE ARE (Negative and Question Forms)

We form negatives with *there is* and *there are* by placing *not* after the verb.

There is a man in the room.

There is *not* a man in the room.

There are two students absent today.

There are *not* two students absent today.

The contracted forms *isn't* and *aren't* are generally used.

We form questions with *there is* and *there are* by placing the verb before *there*.

There is a window in the room.

Is there a window in the room?

There are some magazines on the table.

Are there magazines on the table?

a. Change the following sentences from affirmative to negative. Use the contracted forms.

1. There is a flag at the top of the building.
2. There are two lamps in the room.
3. There is a pillow on each bed.
4. There are two policemen on each corner.
5. There is a big parade today.
6. There are several doctors in this area.
7. There are ten new words in this lesson.
8. There is a message for you on the hall table.
9. There are enough chairs for everyone.
10. There are plenty of good seats available.
11. There is a comfortable chair in each room.
12. There is a good restaurant near here.
13. There are telephones in every room.
14. There are four seasons in a year.
15. There are three syllables in each of the words.
16. There are more than ten sentences in each exercise.

b. Change the sentences above to questions.

THIS/THAT; THESE/THOSE

This indicates that something is near us; *that* indicates that it is at a distance.

This book is in my hand.

That book is over there on the table.

The plural of *this* is *these*; the plural of *that* is *those*.

These books are in my hand.

Those books are over there on the table.

Change the following sentences from singular to plural.

1. This exercise is easy.
(These exercises are easy.)
2. This room is too small for our class.
3. That pen on the floor is John's.
4. This pack of cigarettes belongs to William.
5. That boy on the other side of the street is George's brother.
6. That book is out of date.
7. That purse on the table is Mary's.
8. This is my English book.
9. That is Henry's pen.
10. This message is for you.
11. That letter on the table is for Mr. Smith.
12. This is my pen, not Henry's.
13. That mountain in the distance forms part of the Rocky Mountains.
14. This car belongs to my father.
15. That office at the end of the hall is the administration office.
16. This chair is very comfortable.

POSSESSIVE FORM OF NOUNS

When a noun does not end in *s*, we form the possessive by adding *'s*.

the boy

the boy's hat

If a noun already ends in s, we form the possessive by adding only an apostrophe.

the boys

the boys' hats

Note that the noun modified by the possessive is often not expressed.

He went to John's. (John's home)

I am going to the dentist's. (the dentist's office)

Insert the apostrophe in the correct places in the following sentences.

1. Mr. Smiths car is outside.
2. I do all my shopping in Macys.
3. She buys her clothes in Lord and Taylors.
4. The mens room is just down the hall.
5. They sell ladies dresses on this floor.
6. The childs toys are all broken.
7. They sell childrens toys in this store.
8. There is a lot of competition between Macys and Gimbels.
9. He goes to the doctors once a week.
10. Dr. Smiths secretary is a Mexican.
11. Lincolns Birthday is February 12.
12. Henry and Georges father is in Europe.
13. Mrs. Jones chauffeur drives very well.
14. St. Peters in Rome and St. Pauls in London are both good examples of Baroque architecture.

OBJECT PRONOUNS

me
you
him }
her }
it }

us
you

them

We use object pronouns as direct or indirect objects or as objects of prepositions.

I know *him* well.

He gives *her* many presents.

I live near *them*.

a. Choose the correct form.

1. I often see (they, them) on the bus.
2. She lives near (we, us).
3. (We, us) always walk to school together.
4. He teaches (we, us) English.
5. She sits near (I, me) during the lesson.
6. I know both of (they, them) well.
7. I always speak to (he, him) in English.
8. What is the matter with (he, him) today?
9. He explains the lesson to (we, us) each morning.
10. There are some letters here for you and (I, me).
11. We want to divide the money between (we, us).
12. (They, them) are both Venezuelans.
13. I know (she, her) and her sister very well.
14. (He, him) is a very studious person.
15. He sends (she, her) a lot of presents.
16. He seldom speaks to (we, us) in Spanish.
17. He looks at (she, her) all during the lesson.
18. She always helps (I, me) with my homework.
19. He always sits between Mary and (I, me).
20. He wants to talk with (she, her).

OBJECT PRONOUNS

(Continued)

b. Substitute the correct object pronoun for the word or words in italics.

1. I see *Mr. Smith* on the bus every morning.
(I see him on the bus every morning.)
2. I sit near *Grace and Frances* during the lesson.
3. All the boys like *Helen* very much.
4. I often see *you and your sister* in the school cafeteria.
5. He always goes to the movies with *his parents*.
6. I know *both boys* very well.
7. Frank always waits for *John and me* after the lesson.
8. He drives *Helen and Grace* to school every morning.
9. I sit next to *Henry*.
10. I also sit directly in front of *Grace*.
11. He writes a lot of letters to *his relatives*.
12. This book belongs to *William*.
13. I know *the bus driver* very well.
14. The doctor relies on *his nurse* in many ways.
15. I understand *my teacher, Mr. Jones*, very well.
16. He always speaks to *his students* in English.
17. Everyone in our house watches television except *my brother*.
18. He sends *his parents* money every week.
19. I talked to *Mr. and Mrs. Nelson* yesterday.
20. He saw *the girls* after school.

IMPERATIVE FORM

We use the imperative form to express a command or request. The subject *you* (singular or plural) is understood but not expressed.

Come back later.

Wait outside.

We form the negative imperative with *don't*.

Don't come back later.

Don't wait outside.

We use *please* at the beginning or end of an imperative sentence to make it more polite.

Please come back later.

Wait outside, please.

a. Give the imperative form of the following sentences.

1. (Lend) me a pencil.
2. (Give) this to John.
3. (Open) the door.
4. (Close) the door.
5. (Wait) in the outer office.
6. (Telephone) him in the morning.
7. (Tell) her about it.
8. (Let) him talk with her.
9. (Turn) off the light.
10. (Buy) a newspaper.
11. (Drop) this in the mailbox.
12. (Leave) your hat on the chair.

b. Give the negative imperative form of the above sentences.

c. Make the following sentences more polite by adding *please* at the beginning or end.

1. Wait outside.
2. Don't say anything to her about it.
3. Hang up your coat on the rack.
4. Help him with his homework.
5. Don't let anyone know about this.
6. Don't sit there.
7. Call me later.
8. Don't disturb him now.
9. Don't leave your books there.
10. Don't put your feet up on the chair.

TO BE (Past Tense)

I was	we were
you were	you were
he was	they were
she was	
it was	

Supply the correct past tense form of to be in the following sentences.

1. Helen absent from school yesterday.
2. I in the same class as William last year.
3. We good friends for many years.
4. The door of the office open.
5. But both windows closed.
6. John not in school yesterday.
7. He and his brother sick.
8. I busy all day yesterday.
9. We tired after our long walk.
10. I hungry after so much exercise.
11. There a lot of students absent from class yesterday.
12. John present, but I not.
13. The weather yesterday very warm.
14. We pleased to receive your letter.
15. The teacher not satisfied with my composition.
16. The exercises in the last lesson easy.
17. We not able to get in touch with Mr. Reese yesterday.
18. The wind last night very strong.

REGULAR VERBS (Past Tense)

We form the past tense of regular verbs by adding *ed* to their simple form.

I worked	we worked
you worked	you worked
he worked	they worked
she worked	
it worked	

Note these spellings:

live	lived	study	studied
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Supply the past tense form of the verbs in parentheses.

1. We (work) in our garden all day yesterday.
2. I (listen) to the radio until twelve o'clock last night.
3. Helen and I (talk) on the telephone yesterday.
4. He always (want) to learn English.
5. They (live) in France for many years.
6. We (expect) to go to Europe in June.
7. The meeting (last) about two hours.
8. We (change) trains in Philadelphia.
9. We both (like) the movie last night very much.
10. I (wait) almost two hours for Helen.
11. They (paint) their house white.
12. She (arrive) late for class.
13. We (watch) television until eleven o'clock last night.
14. She (study) in our class last semester.
15. I (mail) your letter on my way to work.
16. We both (learn) how to swim many years ago.

IRREGULAR VERBS (Past Tense)

The past tense forms of irregular verbs must be memorized.

eat—ate	write—wrote	get—got	hear—heard
drink—drank	put—put	go—went	feel—felt
read—read	cost—cost	tell—told	begin—began
have—had	come—came	see—saw	sell—sold
sit—sat	speak—spoke	give—gave	know—knew

Irregular verbs, like regular verbs, have the same form in all persons of the past tense.

I ate	we ate
you ate	you ate
he ate	they ate
she ate	
it ate	

Supply the past tense of the verbs in parentheses.

1. Mr. and Mrs. Price (come) to visit us last night.
2. They (tell) us about their plans for their new home.
3. The weather was warm so we (sit) on our front porch.
4. I (put) your hat and coat in the next room.
5. The meeting last night (begin) at eight and ended at ten.
6. I stayed home last night and (write) several letters.
7. I (see) Helen on the street yesterday.
8. This book (cost) two dollars.
9. I (have) my lunch in the cafeteria at noon.
10. The man (drink) a lot of wine at the party last night.
11. I (give) John your message and also (tell) him my ideas on the subject.
12. Mr. Reese finally (sell) his house.
13. I (hear) the President speak on television last night.
14. My father (know) Mr. Evans well even before he (come) to live in this town.
15. Helen (feel) very well yesterday but today she feels sick again.
16. We (go) to the park yesterday and (get) wet when it rained.
17. I (read) that novel several years ago.

SIMPLE PRESENT TENSE (Negative Form)

We form the negative of the simple present tense by putting *do not* or *does not* before the verb. Note that after *does not*, the verb does not have the *s* of the third person singular affirmative statement.

I do not know

we do not know

you do not know

you do not know

he does not know

she does not know

it does not know

they do not know

The contracted forms *don't* and *doesn't* are generally used.

Change the following sentences from affirmative to negative.
Use the contracted forms.

1. I work on the tenth floor.
2. Mary likes to study English.
3. They speak English well.
4. The plane leaves at ten o'clock.
5. He knows French perfectly.
6. I feel well today.
7. He eats lunch in the cafeteria every day.
8. He always comes to class late.
9. They live in Brooklyn.
10. We need a fan in this room.
11. We use our books in class.
12. I understand everything he says.
13. She wants to visit Caracas.
14. He begins his new job on the fifteenth.
15. The child plays in the park every afternoon.
16. I make mistakes in spelling.

SIMPLE PRESENT TENSE (Question Form)

We form simple present tense questions by placing *do* or *does* before the subject.

do I study	do we study
do you study	do you study
does he study	do they study
does she study	
does it study	

Change the following sentences to questions.

1. She lives in Far Rockaway.
2. They enjoy their English lessons.
3. That company buys a lot of merchandise from us.
4. It looks like rain.
5. He drives to Washington once a week.
6. The class meets on the tenth floor.
7. He seems to be very busy.
8. This book belongs to her.
9. You like New York.
10. You speak French well.
11. He often goes out of town.
12. I always take the same bus to work.
13. They sell newspapers there.
14. The store opens at nine o'clock.
15. It closes at five-thirty.
16. He smokes a lot.

SIMPLE PRESENT TENSE (Question Form)

(Continued)

We form simple present tense questions by placing *do* or *does* before the subject. This applies even when the question begins with words like *where*, *why*, *when*, *how*, and *what*.

He lives alone.

Does he live alone?

Why does he live alone?

a. Supply *do* or *does* to complete the following present tense questions.

1. Where John live?
2. How often you go to the movies?
3. What time the plane leave?
4. What language besides English your teacher speak?
5. What time you get up every morning?
6. What time the rest of your family get up?
7. Where you hang your hat and coat during the lesson?
8. How well Mary speak French?
9. Where you usually meet Mary after the lesson?
10. How much it cost to fly from New York to Paris?
11. How often it rain during the month of April in your country?
12. How much you generally pay for a pair of shoes?
13. How long your lesson last?
14. What time your lesson begin and what time it end?
15. Where you live?
16. How you feel today?
17. Where John go every day after the lesson?
18. Where you eat lunch every day?
19. What you generally do over the weekend?
20. Which movie star you like best?
21. Why Helen want to study Russian?
22. How often you go for a walk in the park?

SIMPLE PRESENT TENSE (Question Form)

(Continued)

b. *Change the following sentences to questions beginning with the question word in parentheses.*

1. They live in Brooklyn. (Where)
(Where do they live?)
2. The lesson begins at eight o'clock. (What time)
3. They get home at six o'clock every night. (What time)
4. She speaks French very well. (How well)
5. Those books cost one dollar. (How much)
6. They travel by car. (How)
7. He comes here once a week. (How often)
8. She feels well today. (How)
9. She wants to learn English in order to get a better job. (Why)
10. They meet on the corner every morning. (Where)
11. We go to the movies twice a week. (How often)
12. He goes to the park after the lesson. (Where)
13. We learn ten new words every day. (How many)
14. They eat lunch in the cafeteria. (Where)
15. He drives a Cadillac. (What kind of car)
16. This book belongs to her. (To whom)
17. The class meets in Room 10. (In which room)
18. She teaches us grammar. (What)
19. It rains in the spring. (When)
20. He gets up at seven o'clock every morning. (What time)

ADJECTIVES AND ADVERBS

Adjectives modify nouns.

a *large* tree

a *pretty* girl

Adverbs modify verbs. They tell *how* we do something.

He speaks *slowly*.

They work *rapidly*.

We can form many adverbs by adding *ly* to an adjective.

Adjective

soft

careful

easy

Adverb

softly

carefully

easily

We can use a few words like *fast*, *hard*, *late*, and *low* as either adjectives or adverbs without any changes in form.

He is a *hard* worker.

He works *hard*.

Supply the proper form, adjective or adverb, in the following sentences.

1. He always does his homework (careful).
2. He is a very (careful) student.
3. Come (quick). We need your help.
4. You should drive more (slow) along this road.
5. The old man walks very (slow).
6. Helen is a very (slow) student.
7. Her brother, on the other hand, learns (rapid).
8. Mr. Gonzalez has a (permanent) visa.
9. He hopes to remain in this country (permanent).
10. This is an (easy) exercise.
11. I can do all of these exercises (easy).
12. Helen works very (hard) in her new job.
13. You walk very (fast).
14. They are both (serious) students.
15. They both study English very (serious).
16. I agree with you (complete) in that matter.
17. This apple is very (soft).
18. She always speaks (soft) to the child.
19. Helen is a (beautiful) girl.
20. Her sister plays the violin (beautiful).

GOOD/WELL

Good is an adjective and must modify a noun.

She is a *good* student.

Well is usually used as an adverb.

She works *well*.

Well is occasionally used as an adjective. It is used as an adjective only when it means "to be in good health."

John was sick but now he is *well*.

Supply good or well in the following sentences.

1. He does his work
2. She plays the piano very
3. He is a student.
4. This pen does not work
5. Our lesson today was very
6. These exercises are very for us.
7. I was sick for a few days but now I am again.
8. How do you feel? Very , thank you.
9. This new pen writes
10. It is really a very pen.
11. When you don't feel , take a long walk. It is often a medicine.
12. We congratulated him on his work.
13. John plays tennis
14. His brother is also a tennis player.
15. The movie last night was very
16. She speaks French
17. She is a student of languages.
18. Everything that she does, she does
19. Helen dances
20. Her sister is also a dancer.
21. I don't understand him very when he speaks so rapidly.
22. The weather today is very

TO BE (Past Tense)

Negative and Question Forms

We form negatives with the past tense of *to be* by placing *not* after the verb.

He was here yesterday.

He was *not* here yesterday.

They were pleased.

They were *not* pleased.

The contracted forms *wasn't* and *weren't* are generally used.

We form questions with the past tense of *to be* by placing the verb before the subject.

He was here yesterday.

Was he here yesterday?

a. *Change the following sentences from affirmative to negative. Use the contracted forms.*

1. He was an old friend of the family.
2. Both doors were closed.
3. The exercises were easy to do.
4. The man was a stranger to her.
5. It was a pleasant day.
6. The sea was very rough.
7. He was a tall man.
8. There were ten new words in the lesson.
9. John was a good swimmer.
10. She was a very intelligent girl.
11. They were both Americans.
12. She was a good typist.
13. They were angry with each other.
14. He was always at the head of his class.
15. They were friendly enemies.
16. We were very tired.

b. *Change the sentences above to questions.*

PAST TENSE (Negative Form)

We form the negative of the past tense by placing *did not* before the verb and changing the verb to its simple form.

He went

He *did not go*

I did not work

we did not work

you did not work

you did not work

he did not work

she did not work

it did not work

they did not work

The contracted form *didn't* is generally used.

Change the following sentences from affirmative to negative. Use the contracted form.

1. He prepared his lesson well.
(He didn't prepare his lesson well.)
2. They told us about it.
3. He put the books on the table.
4. They stayed in Mexico City for two weeks.
5. I saw Helen yesterday.
6. He planned his work well.
7. The meeting lasted a long time.
8. The book cost two dollars.
9. The woman fainted in the street.
10. I knew him very well.
11. They sold their home.
12. I spoke with George about that matter.
13. She came to the meeting alone.
14. We sat together at the concert last night.
15. They went to Caracas by boat.
16. I gave her your message.

PAST TENSE (Question Form)

We form questions in the past tense by changing the verb to its simple form and placing *did* before the subject.

did I work

did we work

did you work

did you work

did he work

did she work

did it work

did they work

a. *Change the following sentences to questions.*

1. He prepared his lesson well.
(Did he prepare his lesson well?)
2. He gave her a lot of presents.
3. They stayed in Europe all summer.
4. She told them all about her trip.
5. He entered this class in February.
6. They went by plane.
7. He arrived home very late.
8. They came to the party together.
9. They knew each other as children.
10. He worked in that firm for many years.
11. She felt much better after her operation.
12. The meeting began on time.
13. He passed all his examinations.
14. They put him in the advanced class.
15. He gave us his new telephone number.
16. The crowd waited a long time to see the President.

PAST TENSE (Question Form)

(Continued)

b. *Change the following sentences to questions beginning with the question word in parentheses.*

1. He arrived at ten o'clock. (What time)
(What time did he arrive?)
2. They sold their home last week. (When)
3. The meeting began at eight-thirty. (What time)
4. The tickets cost three dollars. (How much)
5. He paid for the car by check. (How)
6. He invested ten thousand dollars in the stock market.
(How much)
7. They sat in the first row. (In which row)
8. He spoke to them in French. (In what language)
9. The meeting lasted two hours. (How long)
10. It began at eight o'clock. (What time)
11. He telephoned her at two o'clock. (What time)
12. He went to New York to see some friends. (Why)
13. They mentioned it to him three or four times.
(How many times)
14. They ate lunch in the school cafeteria. (Where)
15. He worked there for five years. (How many years)
16. He put the mail on Mr. Smith's desk. (Where)
17. She waited for them for an hour. (How long)
18. They got home around midnight. (What time)
19. He walked to school with Mary. (With whom)
20. They went to the park after the lesson. (Where)

GENERAL REVIEW

a. *Change the following sentences from affirmative to negative.*

1. They live in Brooklyn.
2. There are twelve months in a year.
3. The plane arrived at ten o'clock.
4. It is six o'clock now.
5. He went to Chicago by plane.
6. The two boys are in Mr. Smith's office.
7. The book cost five dollars.
8. They live in Mexico now.
9. They lived in France for ten years.
10. He got up at five o'clock this morning.
11. They sat in the park for two hours.
12. She speaks English very well.
13. The class begins at nine o'clock.
14. She drinks ten cups of coffee every day.
15. They began to work in June.
16. He is ten years old.
17. They plan to finish the work in July.
18. Columbus discovered America in 1492.
19. The stores were closed because of the holiday.
20. There were four students absent from class this morning.
21. They usually travel by plane.
22. They delivered the merchandise yesterday.

b. *Change the sentences above to questions.*

c. *Change the above sentences to questions beginning with a question word.*

IRREGULAR VERBS (Past Tense)

(Continued)

The past tense forms of irregular verbs must be memorized

leave—left	find—found	catch—caught
become—became	take—took	teach—taught
break—broke	send—sent	forget—forgot
make—made	bring—brought	stand—stood
sing—sang	buy—bought	understand—understood
ring—rang	think—thought	keep—kept
lose—lost	fight—fought	do—did

Supply the correct past tense form of the verbs in parentheses

1. The plane (leave) Buenos Aires last night at midnight.
2. Helen (bring) her cousin to the party last night.
3. I (forget) to bring my notebook to class this morning.
4. He (become) president of the company five years ago.
5. We (make) good time on our trip from Texas to Mexico City.
6. I (lose) my English book yesterday but (find) it later.
7. The two men (fight) bitterly over the division of the money.
8. The telephone (ring) twice but no one answered it.
9. The Smiths (take) their three children to Mexico with them.
10. George (think) about his troubles continuously.
11. Last year Professor Jones (teach) us both English and mathematics.
12. They (buy) the property in 1966 and (sell) it in 1972.
13. John (keep) part of the money and (give) the rest to his two brothers.
14. The police (do) their best but never (catch) the real bank robbers.
15. The woman (sing) in French; consequently, we (understand) none of the words.
16. We (stand) on the corner and waited for John for two hours.

INDIRECT OBJECT (Position)

If the indirect object follows the direct object, we use the prepositions *to* or *for*. If the indirect object precedes the direct object, we do not use a preposition.

He gave the money *to me*.

He gave *me* the money.

I sent a letter *to her*.

I sent *her* a letter.

a. Restate the following, putting the indirect object before the direct object.

1. He sent several letters *to her*.
(He sent *her* several letters.)
2. She brought the books *to me*.
3. She sent flowers *to them*.
4. He told the whole story *to us*.
5. I gave the book *to Helen*.
6. We wrote several letters *to them*.
7. I took the presents *to her*.
8. He sold his property *to a friend*.
9. He gave a piece of the candy *to each child*.
10. Don't show these pictures *to anyone*.
11. He bought several new dresses *for his wife*.
12. They sent some post cards *to us* from South America.

b. Restate the following, putting the indirect object after the direct object.

1. She gave *me* the money.
(She gave the money *to me*.)
2. He sent *her* many presents.
3. Please hand *me* that magazine.
4. Don't tell *her* the news yet.
5. He brought *his sweetheart* a box of candy.
6. Don't show *Grace* these things.
7. He wrote *me* a letter on Wednesday.
8. She told *us* the whole story.
9. The teacher gives *us* too much homework.
10. You made *me* a promise that you must keep.

RELATIVE PRONOUNS (WHO/WHOM/WHICH)

Who refers to a person; *which* refers to a thing.

The man *who* called you is here.

The magazine *which* is on the desk is old.

Which has the same form in both nominative and objective cases; that is, it can be used as the subject or object of a verb without any change of form.

The book *which* is on the table is old.

The book *which* you ordered just arrived.

The object form of *who* is *whom*. *Whom* is used as the direct or indirect object of a verb or as the object of a preposition.

The girl *whom* you saw is my sister.

The man *to whom* you spoke is here now.

Complete the following sentences with *who*, *whom*, or *which*.

1. The boy is with him is his son.
2. The chairs arrived are not the right ones.
3. Is this the book you need?
4. The book I read last night was very interesting.
5. She is the girl I saw at the party last night.
6. This is the kind of exercise I like best.
7. Both trips we took to Mexico were interesting.
8. The girls are in my English class are all good students.
9. The teacher I like best is Miss Smith.
10. Our teacher, is an American, naturally speaks English perfectly.
11. It was George telephoned you.
12. The movie we saw last night was not good.
13. He is the salesman sold me the merchandise.
14. Was it Helen said that?
15. Is this the book you lost?
16. Is that the lamp you broke?
17. The teacher with I studied English last year no longer teaches in our school.
18. The car John used belongs to his uncle.

REVIEW (Regular and Irregular Verbs)

We form the past tense of regular verbs by adding *ed* to their simple form.

work

worked

We must memorize the past tense forms of irregular verbs.

tell
go

told
went

Complete the following sentences with the past tense form of the verbs in parentheses.

1. He (catch) the train at Grand Central.
2. The students (write) the sentences on the blackboard.
3. John (forget) to bring his books to school.
4. The plane (arrive) an hour late.
5. John (answer) all the teacher's questions.
6. The secretary (make) some mistakes in the letter.
7. The bell (ring) ten minutes ago.
8. I (wait) for Helen for half an hour.
9. The students (go) to their class when the bell (ring).
10. His new car (cost) more than three thousand dollars.
11. I (try) to get to school on time yesterday.
12. We (have) a very good time at the picnic.
13. They (plan) to take their vacation in June.
14. He (take) his vacation in May last year.
15. He (send) a present to his mother.
16. Helen (need) a new umbrella for months, but she finally (buy) one last week.
17. The teacher (speak) to the boys very seriously.
18. He (tell) them that they (have) to study harder.
19. She (break) a lot of dishes last week.
20. I (think) about the problem very seriously.

FUTURE with WILL

We form the future with *will* and the simple form of the verb.

I will go
you will go
he will go
she will go
it will go

we will go
you will go
they will go

The contracted forms *I'll*, *you'll*, *he'll*, *she'll*, *it'll*, *we'll*, and *they'll* are generally used.

Complete the following sentences with the will future form of the verbs in parentheses. Use the contracted forms only.

1. He (call) you tomorrow.
(He'll call you tomorrow.)
2. They (see) us in the morning.
3. I (give) you that money tomorrow.
4. She (help) you with that work.
5. Mary (clean) off the table right away.
6. The stores (close) early today.
7. I (leave) the tip.
8. Helen (find) the book which you need.
9. You (spend) a lot of money there.
10. John (do) well in that job.
11. The wind (blow) that sign down..
12. We (meet) you in Grand Central Station.
13. I (pay) the bill.
14. You (learn) a great deal in that course.
15. We (remain) in Mexico about a month.

TO BE (Future with WILL)

We form the future of *to be* with *will be*.

I will be
you will be
he will be
she will be
it will be

we will be
you will be
they will be

The contracted forms *I'll*, *you'll*, *he'll*, *she'll*, *it'll*, *we'll*, and *they'll* are generally used.

a. *Change the following sentences to the past tense.*

1. He is in the elementary class.
(He was in the elementary class.)
2. She is our new teacher.
3. Mr. Smith is in Chicago.
4. They are both good students.
5. This is your seat.
6. There are two tables in the room.
7. We are very tired after the long drive.
8. I am glad to be here.
9. He is angry with us.
10. The dog is happy to see you.
11. Mr. Jones is out of town.
12. Business is very good.
13. The exercises are easy for you.
14. There is no one in the office.
15. The cafeteria is on this floor.
16. We are interested in his progress.
17. He is a bright student.
18. The highway is very slippery.

b. *Change the sentences above to the future with will.*

1. He is in the elementary class.
(He'll be in the elementary class.)

FUTURE with WILL (Negative Form)

We form negatives in the future by placing *not* after *will*.

I will not go	we will not go
you will not go	you will not go
he will not go	they will not go
she will not go	
it will not go	

The contraction of *will not* is *won't*.

We *won't* go before Wednesday.

I *won't* be home tonight.

Change the following sentences from affirmative to negative. Use the contracted form.

1. They will arrive at three o'clock.
(They *won't* arrive at three o'clock.)
2. We will tell John about it.
3. I will be back in an hour.
4. The weather will be cool tomorrow.
5. He will be able to meet us later.
6. These exercises will be easy for you.
7. We will eat in the same restaurant again.
8. You will get tired of that work.
9. We will be there before Wednesday.
10. He will do well in that job.
11. They will sign the contract tomorrow.
12. They will finish the work in April.
13. The meeting will last an hour.
14. The stores will close at noon today.
15. It will cost a lot of money to remodel that house.
16. We will be ready to leave in an hour.

FUTURE TENSE (Question Form)

We form questions in the future by placing *will* before the subject.

will I go

will we go

will you go

will you go

will he go

will she go

will it go

will they go

a. *Change the following sentences to questions.*

1. They'll arrive on Wednesday.
(Will they arrive on Wednesday?)
2. He'll be back at three o'clock.
3. The stores will be open until six o'clock.
4. It'll cost two dollars to fix the lamp.
5. The plant will die because of lack of sunshine.
6. They'll spend two months in France.
7. She'll meet us in Macy's.
8. They'll pay their bill next week.
9. The meeting will begin at eight o'clock.
10. It'll last an hour.
11. She'll leave a message on the table for him.
12. They'll return in October.
13. There will be three new students in the class.
14. The lesson will be over at three o'clock.
15. They'll write to us on Wednesday.
16. He'll take the children to the park.
17. I'll park the car near the hotel.
18. They'll stay in the Hotel Americana.

b. *Change the sentences above to questions beginning with question words.*

1. They'll arrive on Wednesday.
(When will they arrive?)

PREPOSITIONS

Complete the following sentences with an appropriate preposition.

1. This book belongs..... John.
(This book belongs to John.)
2. We all went..... a walk..... the park.
3. We bought this car..... August.
4. We plan to trade it..... a new one..... the spring.
5. We looked everywhere..... the pen which John lost.
6. John usually sits..... this desk.
7. I make many mistakes..... spelling.
8. The man walked quickly..... the room and sat down.
9. She spends a lot..... time..... her English.
10. We read..... the accident..... the newspaper
this morning.
11. I must write a letter..... my aunt.
12. She went..... the corner store..... some cigarettes.
13. John sits..... front..... me at the lesson, and
Helen sits alongside..... me.
14. The boat moved slowly..... the coast.
15. Everyone laughed..... William's story.
16. The woman smiled..... me very pleasantly.
17. He thanked me..... my interest..... the matter.
18. How much did they pay..... their new home?
19. They buy everything..... credit.
20. They told me all..... their trip..... South America.
21. He left the office..... once, as soon as he heard
the accident.
22. Please pick..... those papers which are..... the floor.
23. He never comes..... class..... time.
24. We live a long way..... the airport.
25. What time do you get..... every morning?

INFINITIVES

We use infinitives to complete the meaning of various verbs.

He wants *to see* you.

We tried *to call* you.

We use infinitives to complete the meaning of various adjectives and adverbs.

These exercises are *easy to do*.

It was *impossible to open* that door.

We use infinitives either alone or after *in order*, to express the idea of purpose.

He went there *to see* his friend.

We came early *in order to get* good seats.

Using infinitive constructions, complete the following sentences in your own words.

- | | |
|------------------------------|--------------------------------|
| 1. It is too late to | 21. He doesn't know how to |
| 2. He went there in order to | 22. We both like to |
| 3. I was glad to | 23. They went to Spain to |
| 4. They want to | 24. They expect to |
| 5. I prefer to | 25. She goes there in order to |
| 6. It is easy to | 26. Did you forget to |
| 7. She hopes to | 27. It is hard to |
| 8. I tried to | 28. They prefer to |
| 9. It is hard for me to | 29. It is possible to |
| 10. He asked me to | 30. She is too weak to |
| 11. Is he strong enough to | 31. He told me to |
| 12. He is too old to | 32. I asked him to |
| 13. I finally decided to | 33. We expect to |
| 14. She is afraid to | 34. She doesn't want to |
| 15. They want to | 35. You ought to |
| 16. He went there to | 36. Helen likes to |
| 17. It was impossible to | 37. I told him to |
| 18. He won't permit us to | 38. I don't know how to |
| 19. I forgot to | 39. She left early in order to |
| 20. We don't want to | 40. I'll be glad to |

IT TAKES

We use *it takes* to express a period of time necessary to complete some action. *It takes* is always followed by an infinitive.

It takes me an hour to prepare my homework.

It took us five days to reach home.

It will take you several hours to finish that work.

Change each of the sentences below so that it begins with "It takes," "It took," or "It will take," as required.

1. I walked to the station in ten minutes.
(It took ten minutes to walk to the station.)
2. I finished my exercises in one hour.
3. She learned to speak English well in only one year.
4. I wrote my composition in thirty minutes.
5. The train went around the mountain in three hours.
6. They finished the bridge in one year.
7. The cable reached him in two days.
8. We walk to school every morning in about fifteen minutes.
9. You'll get there in about an hour.
10. She'll take all afternoon to prepare the meal.
11. But we'll eat it in only fifteen or twenty minutes.
12. I wash and dress each morning in less than fifteen minutes.
13. Helen puts on her makeup in half an hour.
14. He learned to swim in just a few days.
15. She recovered from her illness in two months.
16. I'll run to the corner store and get what you need in just two or three minutes.

IRREGULAR VERBS (Past Tense)

(Continued)

Memorize these past tense forms.

fly—flew	shoot—shot	meet—met
grow—grew	throw—threw	sleep—slept
hold—held	wear—wore	shake—shook
pay—paid	win—won	steal—stole
lend—lent	shut—shut	drive—drove
spend—spent	hurt—hurt	blow—blew
say—said	cut—cut	ride—rode
mean—meant	hit—hit	fall—fell
find—found	run—ran	

Complete the following sentences with the past tense form of the verbs in parentheses.

- Charles (fall) from his bicycle yesterday and (hurt) his arm badly.
- I (pay) two dollars for this book.
- We (shake) hands and then (say) good-night.
- The force of the wind was so great that it (blow) down several trees in our yard.
- The pitcher (throw) a slow ball and the batter (hit) it for a home run.
- I (sleep) very well last night.
- We (meet) Mary on the corner of Third Avenue.
- She finally (find) the book which she (lose.)
- Helen (wear) her new silk dress to the party last night.
- The drunken driver first (cut) in front of us and then (run) his car up over the curb.
- We (drive) to Washington in Helen's new car.
- The bank (lend) him money to use in his business, but he (spend) it on a trip to Europe.
- He (hold) the bird in his hand for several minutes.
- Our team (win) the first game but (lose) the second.
- We (shut) all the windows and (lock) all the doors before we (go) out.
- We (hire) two horses and (ride) all around the park on horseback.

PRESENT CONTINUOUS TENSE

We form the present continuous tense by placing the appropriate form of *to be* before the present participle (*ing* form) of the main verb.

I am working
you are working
he is working
she is working
it is working

we are working
you are working
they are working

The present continuous tense describes an action that is going on at the present moment.

He is talking with her now.
It is raining.

Complete the following sentences with the present continuous form of the verbs in parentheses.

1. They (wait) for us on the corner now.
2. The bus (stop) for us now.
3. Listen! I think the telephone (ring).
4. I see that you (wear) your new suit today.
5. Look! It (begin) to rain.
6. Listen! Someone (knock) at the door.
7. Please be quiet! The baby (sleep).
8. Look! The cat (try) to climb that tall tree.
9. Helen (make) good progress in her studies at present.
10. The leaves (begin) to fall from the trees.
11. John (have) lunch in the cafeteria now.
12. Listen! That's Mary who (play) the piano.
13. At present they (travel) in South America.
14. For the time being, Mr. Smith (act) as manager of this department.
15. Be careful! The teacher (watch) you.
16. They (have) sales in all the big stores now.

PRESENT CONTINUOUS TENSE

(Continued)

The present continuous tense describes an action which goes on *now* or *at the present moment*.

He is talking with her now.

The telephone is ringing.

The simple present tense describes an action that occurs *every day* or *all the time*.

He talks with her every day.

The telephone rings all the time.

Supply the simple present tense or the present continuous tense form of the verbs in parentheses.

1. Mr. Jones often (go) out of town on business trips.
2. Our class (meet) three times every week.
3. Mr. Smith (teach) us at present. He (substitute) for Mr. Reese, who is our regular teacher.
4. At nine-thirty every morning our school bell (ring). Listen! I believe it (ring) now.
5. John (take) his English lesson now. I believe that he always (take) it at this hour.
6. Listen! Someone (knock) at the door.
7. John never (come) to class on time.
8. At present they (build) many new highways in New York State.
9. The wind always (blow) hard in this section of town.
10. For the time being, while Mr. Jones is away, Mr. Smith (act) as manager of our department.
11. They (have) a big sale on shoes at Macy's today.
12. John seems to be very busy. I guess he (prepare) his English lesson.
13. I (get) up at seven o'clock every morning.
14. John usually (stay) in a hotel when he (come) to town, but tonight he (stay) with us.
15. The sun always (rise) in the east. Look! It (rise) now.
16. Mr. and Mrs. Smith (build) a new home on First Avenue.

PRESENT CONTINUOUS TENSE

(Negative and Question Forms)

We form negatives with the present continuous tense by placing *not* after *to be*.

She is studying English.
She is not studying English.

We form questions with the present continuous tense by placing *to be* before the subject.

They are working.
Are they working?

a. *Change the following sentences from affirmative to negative.*

1. The telephone is ringing.
2. It is beginning to rain.
3. The sky is getting very dark.
4. He is working on the fourth floor at present.
5. The maid is cleaning the room now.
6. They are taking a walk in the park.
7. They are having lunch outside.
8. John is doing well in his studies at present.
9. They are laughing at what you said.
10. They are traveling in Europe at present.
11. Helen is taking dancing lessons at the Country Club.
12. The leaves are beginning to fall from the trees.
13. All the birds are flying south.
14. Mr. Evans is writing a series of articles on the economic situation.
15. They are planning to leave for Mexico soon.
16. He is looking for the book which he lost.

b. *Change the sentences above to questions.*

CONTRACTIONS (Negative Form)

In spoken English, we usually use the following negative contractions.

are not _____ aren't

is not _____ isn't

was not _____ wasn't

were not _____ weren't

do not _____ don't

does not _____ doesn't

did not _____ didn't

will not _____ won't

Use negative verb phrases in the following sentences.

1. He did not come to the lesson yesterday.
2. They do not speak English well.
3. She is not studying English at present.
4. He is not a good student.
5. They are not satisfied with their new apartment.
6. He does not appreciate your help.
7. You did not talk to the teacher.
8. She does not spend much money on clothes.
9. You are not the only person who feels that way about John.
10. We were not pleased with the results of our examinations.
11. George was not at the meeting last night.
12. She and her husband do not get along well.
13. I will not be back before six.
14. There were not many students absent from class yesterday.
15. They will not leave for Europe before next month.
16. You are not doing that exercise correctly.

CONTRACTIONS (Affirmative Forms)

In spoken English, we usually use the following affirmative contractions.

I am_____I'm
you are____you're
he is_____he's
she is_____she's
it is_____it's
we are_____we're
they are____they're

I will_____I'll
you will____you'll
he will_____he'll
she will_____she'll
it will_____it'll
we will_____we'll
they will____they'll

Give the following in contracted form.

1. *He is* a good student.
2. *They are* waiting for us on the tenth floor.
3. *I will* be back before noon.
4. *I have* no time to see him now.
5. *It is* raining hard.
6. *She will* surely finish the work today.
7. *We are* old friends.
8. *They are* planning to leave next week.
9. *It is* almost three o'clock.
10. The *telephone is* ringing.
11. *They have* very little money with them.
12. The *train is* just leaving the station now.
13. *There is* someone at the door.
14. *They will* remain in Europe all summer.
15. *He is* a big boy for his age.
16. *You are* very kind to say that.
17. *I am* glad that you were able to come.
18. *There is* nothing we can do about it now.

ARTICLES

A and *an* are indefinite articles. They refer to objects that have not been specifically identified.

A book is on the table.

The is a definite article. It refers to a particular object.

The book that I am reading is on the table.

Complete the following sentences with the proper article.

1. chair on which you are sitting is not comfortable.
2. There is pencil (no particular pencil) on the desk.
3. There is customer (no particular customer) outside who wishes to see Mr. Smith.
4. customer whom Mr. Smith telephoned this morning is here now.
5. I want to find good book (no particular book) to read tonight.
6. book which I am reading now belongs to John.
7. book which gave me the greatest pleasure was "Les Misérables."
8. good book (any good book) is always a pleasure for me.
9. Have you cigarette? (no particular cigarette)
10. cigarette which John is smoking has a strange odor.
11. I must buy new briefcase. (At this point I have no particular briefcase in mind.)
12. new briefcase which I bought yesterday is made of leather. (It is now a definite briefcase.)
13. John bought new hat yesterday in Macy's. (As yet no definite hat.)
14. hat which John bought in Macy's yesterday (now a definite hat) arrived this afternoon.
15. I also bought new hat in Macy's yesterday. (Though perhaps a definite hat to me, it is still not a definite hat to my listener.)

ARTICLES

(Continued)

1. The indefinite article (*a* or *an*) is used only with singular nouns.

There is *a book* on the table.

There are *books* on the table.

The definite article (*the*) is used with both singular and plural nouns.

The book that I am reading is on the table.

The books that I am reading are on the table.

2. Nouns of indefinite quantity or quality do not take an article.

Gold is an important metal.

Honesty is the best policy.

When such nouns are used to indicate a particular quality or quantity, they should be preceded by *the*.

The gold in this ring is very old.

The honesty of this man is above question.

3. No article is used before the names of persons, countries, streets, cities, or towns when they are used as proper nouns.

I live in *New York City* on the corner of *Broadway* and *76th Street*.

Mr. Smith is going to *England* and *France*.

If such words are used as adjectives, they are preceded by an article.

Chicago is a large city.

The Chicago fire was very large.

Broadway is very interesting.

The Broadway merchants held a meeting.

Names of rivers, seas, mountain chains, and countries are preceded by *the* when they contain an adjective or some qualifying word.

the Mississippi River

the Ural Mountains

the Pacific Ocean

the United States

4. No article is used when a noun is modified by someone's name.

John's book

President Nixon's speech

No article is used when a noun is modified by a possessive pronoun.

his hat

my book

ARTICLES

(Continued)

a. Some of the blank spaces below require articles, others do not. Fill in the articles where needed.

1. fresh air is needed by all growing children.
2. air in this room is not fresh.
3. telephone rings very often in our office.
4. I always get on bus at same corner every morning.
5. Look! Helen is waving to us from across street.
6. some women use a lot of lipstick.
7. tea will not keep you awake at night.
8. However, coffee seems to keep some people awake.
9. tea in this pot is very weak.
10. coffee which comes from Brazil is best in world.
11. cotton is one of most important products of South.
12. cotton which comes from Georgia is better than cotton which comes from Texas.
13. Some of important products which we import from India are tea, cotton, and rice.
14. copper is good conductor of electricity.
15. Plenty of rain and sun are necessary for raising of cotton.
16. sun is shining now, but part of sky is still dark.
17. At times everyone must take medicine.
18. medicine which doctor prescribed helped my cough.
19. He likes to study history.
20. In that course, we study history of all important countries of Europe.

b. Fill in the articles where needed.

1. He went to Chicago yesterday.

ARTICLES

(Continued)

2. When you go to _____ Chicago, be sure to visit
stockyards.
 3. She works in _____ building on _____ corner of
Fifth Avenue and _____ 72nd Street.
 4. _____ New York City is _____ largest city in
United States.
 5. _____ traffic on _____ Madison Avenue is very heavy.
 6. _____ Pittsburgh is _____ center of _____ steel indus-
try of _____ America.
 7. _____ Hudson River forms _____ boundary between
New York State and _____ New Jersey.
 8. _____ Soviet Union is rich in _____ natural resources.
 9. On our trip to _____ South America, we plan to stop off at
Haiti and _____ Dominican Republic.
 10. _____ Rumania has many oil fields but _____ oil is of
rather poor quality.
 11. _____ rivers of _____ eastern part of _____ United States
flow toward _____ Atlantic Ocean.
 12. _____ machines which we ordered from _____ Pittsburgh
arrived this morning.
 13. The distance from _____ New York to _____ Chicago is
about one thousand miles.
 14. _____ largest river in _____ Germany is _____ Rhine.
 15. _____ New York subways are very hot in summer.
 16. _____ Holland Tunnel runs under _____ Hudson River
and connects _____ Manhattan with _____ New Jersey.
 17. _____ climate of _____ southern Italy is very warm.
 18. _____ capital of _____ United States is _____ Wash-
ington, but _____ capital of _____ New York State is
_____ Albany.
 19. _____ Fifth Avenue has some very interesting shops.
 20. Some of _____ Fifth Avenue shops are very expensive.
 21. We took _____ walk along _____ Fifth Avenue.
 22. _____ President will speak on _____ television tonight.
- c. *Fill in the articles where needed.*
1. _____ chair on which you are sitting is not comfortable.
 2. _____ fire in _____ building started on _____ roof.

ARTICLES

(Continued)

3. I bought new hat yesterday. It has wide brim and narrow band. salesman who sold it to me said it was new style from England.
4. The boy took his book and put it into his brief-case.
5. I enjoyed speech by Mr. Brown last night. He spoke about situation in China.
6. We all had good time at dance last night.
7. price of gold is rising, but price of silver is falling.
8. Much of silver which we use in United States comes from Montana.
9. drinking water often varies in taste, according to locality. drinking water in New York City is quite good.
10. There are several new magazines on table in hall.
11. Let us take Broadway bus to 110th Street and then change to Fifth Avenue bus and go up Riverside Drive.
12. We often go to Central Park and watch animals in zoo.
13. Please open windows. air in this room is not good.
14. They plan to visit Russia this summer. I understand Russian language is difficult to learn.
15. Mr. and Mrs. Smith are now traveling in South America. They plan to visit Venezuela, Colombia, Peru, and Argentina.
16. They will arrive in Philadelphia around noon.
17. noon train from Washington comes in on track 10.
18. weather today is very warm.
19. traffic on Fifth Avenue is so heavy that buses move very slowly.
20. He graduated from Columbia University.
21. Columbia University campus is not very large.
22. Helen works as secretary in import department.

GOING TO Future

We form the *going to* future with the appropriate form of *to be going* and the infinitive.

I am going to work
you are going to work
he is going to work
she is going to work
it is going to work

we are going to work
you are going to work
they are going to work

Complete the following sentences with the *going to* future form of the verbs in parentheses.

1. They (visit) us next weekend.
2. We (eat) out tonight.
3. I (leave) for Europe on Tuesday.
4. They (wait) for us after the show.
5. We (get) up early tomorrow morning and go fishing.
6. They (drive) to California.
7. We (go) to Canada on our vacation.
8. We (have) an examination in mathematics tomorrow.
9. They (go) to Europe by plane.
10. John (take) Helen to the dance tonight.
11. It (be) difficult to reach him at this late hour.
12. I believe it (rain).
13. Henry (study) to be a doctor.
14. We (stay) home tonight and watch television.
15. Mr. and Mrs. Smith (build) a summer home on Long Island.
16. He (start) his new job next week.
17. They (move) the factory to the suburbs.
18. It (be) another warm day.

GOING TO Past

We form the *going to* past with the appropriate past tense of *to be going* and the infinitive.

I was going to work
you were going to work
he was going to work
she was going to work
it was going to work

we were going to work
you were going to work
they were going to work

We use the *going to* past to indicate an action which was planned or intended but which did not happen.

Substitute the past tense form of *going to* for the verbs in italics.

1. I *intended* to do it yesterday, but I was too busy.
(I was going to do it yesterday, but I was too busy.)
2. We *intended* to go swimming but the weather was too cold.
3. I *planned* to spend the evening on my homework but fell asleep right after dinner.
4. They *intended* to spend the whole year in Europe, but their money ran out.
5. We *planned* to go by car but finally decided to go by plane.
6. We *planned* to give her a big reception but then decided against it.
7. They *planned* to get married in June but then waited until October.
8. At first he *intended* to ask Sally to the dance, but finally he invited Jane.
9. I *intended* to rewrite my exercises but didn't have enough time.
10. I *planned* to return your book to you today but left it at home.
11. They *planned* to leave for Europe last week, but Mrs. Smith was too ill to go.
12. At first they *intended* to put the boy in the elementary class, but later they put him in an advanced section.
13. We *planned* to go to a movie last night but were too tired.
14. I *intended* to write to you several times, but something always interfered.

PRESENT CONTINUOUS TENSE (Future Time)

We can use the present continuous tense of verbs like *come, leave, arrive, return, and go* to describe future action. An adverb of time (*tomorrow, tonight, next week*) usually accompanies such verbs.

They are leaving for Europe next week.

He is coming to New York in July.

Complete the following sentences by inserting the proper form of the verbs in the blank spaces.

1. When.....you.....(leave) for Europe? I understand that Mr. Smith.....(leave) next Saturday.
2. My brother.....(come) to visit me next week.
3. What time.....you.....(go) to the movies tonight? John says that he.....(go) at nine o'clock.
4. Mr. Smith.....(sail) for France on the Queen Elizabeth II Saturday.
5. When.....Mr. Smith.....(come) to see you?
6. John says that he.....(leave) for Chicago on the fifteenth.
7. I.....(go) to the seashore on my vacation.
8. Mr. Jones.....(arrive) on the Queen Elizabeth II on Monday.
9. Where.....you.....(go) on your vacation? your wife.....(go) with you?
10. Mr. Smith.....(leave) for Chicago in the morning.
11. Some friends.....(come) to visit us tonight.
12. She.....(go) to Philadelphia on Wednesday, but her husband.....not.....(go) until next week.
13. On what train.....your friend.....(arrive)?
14. He.....(come) in on the Pennsylvania Limited which arrives at eight o'clock.
15. Mr. Smith.....(fly) to Chicago on Saturday.
16. I.....(leave) for Philadelphia in the morning.
17. On what train.....Mr. Smith.....(leave)?
18. I understand that John.....(take) Helen to the dance tonight.

AUXILIARY VERBS (Negative Form)

When an auxiliary verb is part of the verb phrase, we form a negative by placing *not* after the auxiliary.

She **can** speak English.

She **cannot** speak English.

We **must** go there.

We **must not** go there.

The contracted forms *can't*, *mustn't*, and *shouldn't* are generally used.

Change the following sentences from affirmative to negative. Use the contracted forms except for *may*.

1. We can meet you later.
2. You may sit here.
3. We should tell her about it.
4. He may leave on Wednesday.
5. They can go by plane.
6. We must wait here.
7. I can understand him easily.
8. She should sit near the window.
9. We must do the same thing again.
10. She can play the piano well.
11. He can understand everything I say.
12. You should watch television every night.
13. She may pass her examinations.
14. You can see him later.
15. You may smoke here.
16. He can meet us after lunch.

AUXILIARY VERBS (Question Form)

When an auxiliary verb is part of the verb phrase, we form a question by placing the auxiliary before the subject.

She can speak English.

Can she speak English?

We must go there.

Must we go there?

Change the following sentences to questions.

1. They must be there by ten o'clock.
2. They both can speak English well.
3. She should spend more time on her English.
4. You may sit in this chair.
5. They can meet us at two o'clock.
6. He may call us later.
7. He should eat less meat.
8. He must tell her the truth.
9. We should speak to her about it.
10. They may leave now.
11. You can go by plane.
12. You must send them a cable.
13. She should stay at home more.
14. He may wait in his office.
15. He can go with us to the beach.
16. She must leave immediately.

AUXILIARY VERBS (Question Form)

(Continued)

With both auxiliary verbs and *to be*, we form questions by placing the auxiliary or *to be* before the subject. This rule applies even when the question begins with words like *where*, *when*, *why*, *how*, or *what*.

They should go home now.

He is in Chicago.

Should they go home now?

Is he in Chicago?

When *should* they go home?

Where *is* he?

Change the following sentences to questions beginning with the question words in parentheses.

1. He can see her later. (When)
(When can he see her?)
2. She must wait here. (Where)
3. You may smoke here. (Where)
4. He is very sick. (How sick)
5. He can understand English very well. (How well)
6. You should be here at three o'clock. (What time)
7. We should tell her about it. (Why)
8. He can meet us in Macy's. (Where)
9. He is six feet tall. (How tall)
10. They are in the cafeteria. (Where)
11. He must tell her the truth. (Why)
12. You must be here at one o'clock. (What time)
13. She should sit near the blackboard. (Where)
14. He is a very serious person. (What kind of person)
15. It is three o'clock. (What time)
16. Both girls are absent from class today. (Why)

SHORT ANSWERS

We usually answer direct questions with short answers. A short answer consists of the subject of the sentence and the auxiliary verb (or *to be*).

Do you speak Spanish?

Yes, I do.

No, I don't.

Can she play the piano?

Yes, she can.

No, she can't.

If the subject of the question is a noun, we generally replace this noun by a pronoun in our answer.

Will Mr. Smith be here soon?

Yes, he will.

No, he won't.

Did the sun shine yesterday?

Yes, it did.

No, it didn't.

a. Give the affirmative short answers to the following questions.

- | | |
|--|---|
| 1. Can you speak French? | 16. Did your friend visit you last night? |
| 2. Do you live in Brooklyn? | 17. Is today Friday? |
| 3. Does your teacher speak French? | 18. Was yesterday Thursday? |
| 4. Does your teacher live in Brooklyn? | 19. Will tomorrow be Sunday? |
| 5. Will you be in class tomorrow? | 20. May I open the window? |
| 6. Will John be in class too? | 21. Can you fly an airplane? |
| 7. Are you going out tonight? | 22. Did it rain yesterday? |
| 8. Is it raining now? | 23. Did you study yesterday? |
| 9. Does it often rain in New York? | 24. Were you busy yesterday? |
| 10. Is the lesson over? | 25. Will you be busy tomorrow? |
| 11. Is the time up? | 26. Is Washington a beautiful city? |
| 12. Did you study your lesson? | 27. Do you have a match? |
| 13. Did you go to the movies last night? | 28. Do you study English? |
| 14. Is the weather warm today? | 29. Is the telephone ringing? |
| 15. Was it warm yesterday? | 30. Are there some books on the table? |

b. Give the negative short answers to the questions above.

ADJECTIVES (Comparative Degree)

We form the comparative degree of one-syllable adjectives by adding *er*.

cold
bright

colder
brighter

We usually form the comparative degree of adjectives with more than two syllables by using *more*.

difficult
beautiful

more difficult
more beautiful

Good and *bad* have special comparative forms.

good
bad

better
worse

The comparative form of all adjectives is followed by *than*.

She is *taller than* her sister.

This exercise is *more difficult than* that one.

This book is *better than* that one.

Complete these sentences by supplying the comparative form of the adjectives in parentheses. Also include the word *than*.

1. He is (young) I am.
2. Mr. Smith is much (old) I expected.
3. Chicago is (big) Paris.
4. This book is (good) the last one we used.
5. The weather this winter is (bad) the weather last winter.
6. This exercise is (easy) the last one.
7. This metal is (valuable) gold.
8. Jane is (attractive) her sister.
9. The weather today is (warm) the weather yesterday.
10. John's car was much (expensive) my car.
11. This contract is (satisfactory) the previous one.
12. This street is even (wide) Broadway.
13. These exercises are (difficult) some of the others.
14. The climate of Caracas is (good) that of Maracaibo.
15. John is much (clever) his brother.
16. This summer is (hot) last summer.

ADVERBS (Comparative Degree)

We form the comparative degree of one-syllable adverbs by adding *er*

soon

sooner

fast

faster

We usually express the comparative degree of adverbs with two or more syllables by using *more*.

quickly

more quickly

carefully

more carefully

Well and *badly* have special comparative forms.

well

better

badly

worse

The comparative form of all adverbs is followed by *than*.

She works *faster than* I do

He drives *more carefully than* she does.

John feels *better than* he did yesterday.

Complete these sentences by supplying the comparative form of the adverbs in parentheses. Also include the word *than*.

1. She speaks . . . (rapid) . . . I.
(She speaks *more rapidly than* I.)
2. He prepares his homework . . . (careful) . . . most students.
3. She works . . . (hard) . . . her sister.
4. We stayed . . . (long) . . . we expected.
5. Our troops fought . . . (brave) . . . anyone expected.
6. The time passed . . . (quick) . . . I expected.
7. The speaker spoke . . . (loud) . . . was really necessary.
8. They arrived . . . (soon) . . . we.
9. We walked . . . (far) . . . we planned.
10. He goes there . . . (often) . . . I.
11. They go to the movies . . . (frequent) . . . you.
12. I get up every morning much . . . (early) . . . you.
13. She speaks English . . . (good) . . . she speaks French.
14. He can help you . . . (easy) . . . I can.
15. John knows her much . . . (good) . . . I do.
16. He returned . . . (soon) . . . we expected.

ADJECTIVES (Superlative Degree)

We form the superlative degree of one-syllable adjectives by adding *est*.

cold
bright

coldest
brightest

We usually form the superlative degree of adjectives with more than two syllables by using *most*.

difficult
beautiful

most difficult
most beautiful

Good and *bad* have special superlative forms.

good
bad

best
worst

The precedes the superlative form of all adjectives.

She is *the tallest* girl in the class.

This exercise is *the most difficult* one in the book.

This book is *the best*.

Supply the superlative form of the adjectives in parentheses.

1. Grace is (old) girl in our class.
2. This is (expensive) book that I own.
3. George is (bad) student in the class.
4. The *Herald* is (important) newspaper in the town.
5. Tokyo is (large) city in the world today.
6. He is (ambitious) boy that I know.
7. Helen was (attractive) girl at the party.
8. She also wore (pretty) dress.
9. She is (intelligent) person that I know.
10. The story which you told was (funny) of all.
11. January is (cold) month of the year.
12. Which is (good) route from Miami to New York?
13. The Pacific is (large) ocean in the world.
14. Mt. Everest is (high) mountain in the world.
15. This chair is (comfortable) chair in the whole house.
16. These exercises are (difficult) in the whole book.

PAST CONTINUOUS TENSE

We form the past continuous tense with the past tense of *to be* and the present participle of the main verb.

I was working

you were working

he was working

she was working

it was working

we were working

you were working

they were working

The past continuous tense describes a past action which was going on when another action took place.

I was sleeping when you called.

They were eating dinner when we arrived.

a. Supply the correct past continuous tense form of the verbs in parentheses.

1. They (eat) in the restaurant on the corner when I saw them.
2. It (rain) when I left home.
3. When you telephoned, I (have) dinner.
4. They (travel) in Europe when the war broke out
5. The baby (sleep) soundly when I went to wake him.
6. He just (order) breakfast when I went to his hotel room.
7. I got sick while we (drive) to Mexico.
8. He (work) in California when his father died.
9. I just (take) a nap when you called.
10. She (talk) with Mr. Smith when I saw her in the hall.
11. The accident happened while they (travel) in Mexico.
12. She fell as she (get) into a taxi.
13. The car (travel) at high speed when it approached the corner.
14. When I got up this morning, the sun (shine) brightly.
15. They (live) in Japan when the war started.

PAST CONTINUOUS TENSE

(Continued)

b. In the following sentences give either the past tense or the past continuous tense form of the verb indicated.

- (study) 1. I very hard last night.
2. I last night when you called me on the phone.
- (go) 3. While I home last night, I saw a dreadful accident.
4. I home last night by bus.
- (drive) 5. We to Philadelphia last Sunday.
6. We at about forty miles an hour when the accident happened.
- (have) 7. We our dinner when you phoned.
8. We our dinner in Child's restaurant last night.
- (come) 9. While I to work this morning, I met an old friend.
10. I to work on the bus this morning.
- (blow) 11. The wind hard when I came to work this morning.
12. The wind hard this morning.
- (rain) 13. It hard last night.
14. It hard when I left the office at five o'clock.
- (shine) 15. The sun brightly when I got up this morning.
16. The sun brightly this morning.
- (read) 17. At seven o'clock, when you telephoned, I the newspaper.
18. I two books last week.
- (sleep) 19. I soundly when the phone rang.
20. I soundly last night.
- (play) 21. Mary the piano when I arrived.
22. Mary the piano for her guests.
- (take) 23. While John his English lesson, his friend arrived.
24. John his English lesson yesterday.
- (get) 25. I up this morning at six o'clock.
26. Helen fell just as she off the bus.

PAST CONTINUOUS TENSE

(Continued)

c. In the following sentences give either the past tense or the past continuous form of the verbs in parentheses.

1. As I(walk) home yesterday, I(meet) a beggar who(ask) me for some money.
2. It(rain) hard when I(leave) home this morning.
3. John(fall) and(hurt) himself when he(ride) his bicycle yesterday.
4. At five o'clock, when I(call) at the Smiths' home, they(have) dinner.
5. When World War II(break) out, John(live) in Switzerland.
6. We(sit) on our front porch when Mr. Smith(drive) up in his new car.
7. As Mary(get) off the bus, she(slip) and(break) her leg.
8. Mr. Smith(drive) at about forty miles an hour when the accident(happen).
9. Your telegram(come) just as I(leave) my home.
10. Last night, just as we(leave) for the movies, some friends(call) on us.
11. John(talk) with his boss when I last(see) him.
12. At noon, when you(telephone), I(work) in my garden.

PAST CONTINUOUS TENSE

(Continued)

d. *Change each of the following sentences from the past tense to the past continuous tense. Add an explanatory clause to complete the sentence.*

1. I studied my English lesson last night.
(I was studying my English lesson last night when he telephoned.)
2. I talked with Mr. Smith this morning.
3. I walked home from work last night.
4. I ate my dinner.
5. John finished his work.
6. Mary spoke to Mr. Smith about a raise.
7. I wrote several letters last night.
8. He lived in Switzerland.
9. I got off the bus at 23rd Street.
10. I had lunch with Mr. Smith.

FUTURE CONTINUOUS

We form the future continuous with *will be* and the present participle of the main verb.

I will be working	we will be working
you will be working	you will be working
he will be working	they will be working
she will be working	
it will be working	

The future continuous describes an action that will be going on when another action takes place.

I will be studying when you come.

They will be working when you return.

Supply the future continuous form of the verbs in parentheses.

1. If you come at noon, we (eat) lunch.
2. At this time next month, we (travel) in South America.
3. At ten o'clock tomorrow morning, I (have) my music lesson.
4. I (wait) on the corner for you at the usual time tomorrow morning.
5. If you call her at six, she probably (practice) the piano.
6. It probably (rain) when you get back.
7. If you come before six, I (work) in my garden.
8. Tomorrow afternoon at this time, we (fly) over the Caribbean.
9. Don't call him after seven. He (watch) his favorite television program.
10. Don't call her now. She (take) her usual afternoon nap.
11. At this time next year, he (study) at Columbia University.
12. If we go there now, they (have) dinner.
13. But if we go later, they (watch) television.
14. At this time tomorrow afternoon, I (take) my final English examination.

MUCH/MANY

We use *much* with nouns that describe things that cannot be counted. These nouns do not normally have plural forms.

much sugar
much rain
much coffee

We use *many* with the plural form of nouns that describe countable objects.

many books
many students
many friends

Much and *many* are generally used in negative sentences or questions.

Complete the following sentences with *much* or *many*.

1. There aren't large factories in this town.
2. He doesn't spend time on his English.
3. Does this factory produce different kinds of products?
4. Does she spend money on clothes?
5. Is there oil in Venezuela?
6. He doesn't drink milk.
7. Does he have friends in this school?
8. There aren't mountains in that part of the country.
9. There isn't milk in this pitcher.
10. How time do you spend on your English every day?
11. How windows are there in your classroom?
12. How times a week do you go to the movies?
13. How money do you spend on textbooks each semester?
14. He doesn't make mistakes in spelling.
15. There isn't snow on the ground.
16. She doesn't drink coffee.
17. How cups of coffee do you drink every day?
18. There weren't students absent yesterday.

ALSO/TOO/EITHER

Also and too change to either in negative sentences.

I want to come too.

I don't want to come *either*.

They also want this book.

They don't want this book *either*.

a. *Change the following sentences from affirmative to negative.*

1. Mary likes to study with our group too.
(Mary doesn't like to study with our group *either*.)
2. John also likes to play tennis.
3. They also want to move to the suburbs.
4. He will also come.
5. He eats in that restaurant too.
6. We can also play baseball.
7. He also likes American food.
8. She is able to hear him too.
9. They like to listen to the radio too.
10. Mr. Johnson is also an Englishman.
11. She can also play this game.
12. This book was also expensive.

b. *Change the following sentences from negative to affirmative.*

1. He doesn't know her well *either*.
(He also knows her well.)
2. She doesn't like to watch television *either*.
3. Helen cannot swim well *either*.
4. She wasn't able to speak to him *either*.
5. They don't want to live in the suburbs *either*.
6. She won't be back before noon *either*.
7. He doesn't come to school by bus *either*.
8. She isn't a studious person *either*.

SOME/ANY

We use *some* in affirmative sentences; we use *any* in negative sentences.

He took *some* books home with him.

He didn't take *any* books home with him.

a. *Change the following sentences from affirmative to negative.*

1. There are some extra chairs in the next room.
2. We saw some good shows in New York.
3. He made some mistakes in spelling.
4. They have some pretty dresses in that store.
5. The teacher taught us some important rules of grammar.
6. We learned some new words in class yesterday.
7. There are some flowers in the yellow vase.
8. There are some rich men in this town.
9. We have some good neighbors.
10. Give me some coffee.
11. The doctor gave her some pills to take.
12. We need some more chairs in this room.
13. I bought some stamps at the post office.
14. He told us about some of his experiences.
15. There are some good seats in front of the theater.
16. We need some oranges.
17. You will need some warm clothes there.
18. There are some boys in the hall.

SOME/ANY

(Continued)

b. Complete the following sentences with some or any.

1. I don't have money with me.
2. Please give me more coffee.
3. I'm sorry, but there isn't more coffee.
4. The baby is asleep. Please don't make noise.
5. We need oranges for breakfast.
6. I'm sorry, but I didn't have time to prepare my lessons last night.
7. There aren't seats available.
8. He never makes mistakes in spelling.
9. I wanted to buy fresh eggs, but there weren't in the store.
10. I didn't have stamps, so I went to the post office to buy.....
11. They are having trouble with the motor of their new car.
12. I never have trouble with my car.
13. The teacher won't find mistakes in Helen's composition.
14. But she will surely find in my composition.
15. I tried to borrow money from him, but he said he didn't have
16. She never gives the poor dog water to drink.
17. Don't give money to John. He doesn't deserve
18. There aren't students in the room at the moment.
19. Please put water in that vase; the flowers are dying.
20. I wanted a cigarette, but nobody had
21. John says he has cigarettes.
22. There are famous museums in Mexico City but we didn't have time to visit
23. He never gives his wife money.
24. The doctor gave me medicine for my cough.

SOMEONE/ANYONE

We use *someone* (*something, somebody, etc.*) in affirmative sentences;
we use *anyone* (*anything, anybody, etc.*) in negative sentences.

We heard *someone* in the room.

We didn't hear *anyone* in the room.

Change the following sentences from affirmative to negative.

1. He told us something about his trip.
2. There is someone at the door.
3. You left something on the hall table.
4. He will bring someone with him.
5. I lost the book somewhere on Fifth Avenue.
6. There is somebody in the next room.
7. She went somewhere last night with Mr. Smith.
8. He has something important to say to you.
9. He knows something about it.
10. There is something the matter with the child.
11. She gave us something to eat.
12. I believe there is someone at home.
13. There is something wrong with this telephone.
14. He spoke to somebody about it.
15. He met them somewhere in Europe.
16. There seems to be somebody in Mr. Smith's private office.

POSSESSIVE PRONOUNS

mine	ours
yours	yours
his	theirs
hers	
its	

This is my notebook.
This notebook is *mine*.
That is our classroom.
That classroom is *ours*.

a In the following sentences, substitute the possessive pronoun for the words in italics.

1. This pen is *my pen*.
(This pen is mine.)
2. These seats are *our seats*.
3. This umbrella is *her umbrella*.
4. These pencils are *your pencils*.
5. That fountain pen is *my fountain pen*.
6. That overcoat is *his overcoat*.
7. These cigarettes seem to be *your cigarettes*; they are not *my cigarettes*.
8. I believe this pen is *her pen*; it is not *my pen*.
9. Is this notebook *your notebook* or John's?
10. Is this package of cigarettes *your package of cigarettes* or William's?
11. This pair of scissors is *her pair of scissors*.
12. These seats are *their seats*; they are not *our seats*.
13. This book is *your book*; the one over there on the desk is *my book*.
14. He drives *his car* to work every day and I drive *my car*.
15. You take care of *your things* and I'll take care of *my things*.
16. Their home is pretty but *our home* is prettier.
17. His pronunciation is bad, and *my pronunciation* is too.
18. His car was expensive but *your car* was more expensive.

POSSESSIVE PRONOUNS

(Continued)

6. In the following sentences substitute the verb to be for the verb to belong. Then introduce a possessive pronoun or the possessive form of the noun.

1. This book belongs to him.
(This book is his.)
2. This pencil belongs to John.
(This pencil is John's.)
3. That notebook *belongs* to her.
4. That umbrella *belongs* to me.
5. I'm sure this pen *belongs* to Mary.
6. No, it *belongs* to Mr. Smith.
7. These magazines *belong* to them.
8. These pencils *belong* to us.
9. These books *belong* to them.
10. This book *doesn't belong* to me.
11. This pen *belongs* to him.
12. I think this desk *belongs* to Mrs. Jones.
13. That car *belongs* to Jim.
14. These green apples *belong* to us, but those yellow ones *belong* to them.
15. I think this pencil *belongs* to me, but the yellow one *belongs* to you.
16. This package of cigarettes *must belong* to him.
17. This umbrella *belongs* to the teacher.
18. These seats *belong* to them.
19. That big yellow Cadillac *belongs* to our landlord.
20. This watch *doesn't belong* to me; it *belongs* to my father.
21. The red sweater *belongs* to me; the blue one *belongs* to Jim.
22. That bicycle *belongs* to Jim's little brother.

POSSESSIVE PRONOUNS

(Continued)

c. Complete the following sentences with a possessive adjective or a possessive pronoun.

1. William lost his pen. Will you please lend him yours?
2. I was on time for my class, but Helen was late for her.
3. They have different methods of travel, and we have our.
4. We naturally prefer our methods, and they naturally prefer theirs.
5. I found my notebook, but John couldn't find his.
6. They think that this house is the prettiest on the block, and we think it is.
7. I left my pen at home. May I borrow yours for a moment?
8. He drives to work in his car, and she drives to work in her.
9. Tell William not to forget to bring his tennis racket, and don't forget to bring your.
10. They swim in their pool, and we swim in our.
11. I have my vacation in June, and Helen has hers in July.
12. I found my umbrella, but Helen couldn't find hers.
13. We were late for our class, and Helen and Grace were also late for theirs.
14. John enjoys his work, and I enjoy mine.
15. Each student at the school has his or her own desk and own locker.
16. I borrowed money from all my friends, but Helen refused to borrow any money from anybody.
17. We have a television set in our bedroom, and the boys have another set in theirs.
18. Where are you going on your vacation? I hope to spend mine in Europe.
19. They have different ideas on such matters, and we have ours.
20. We spend our money in one way; they spend theirs in another way.

REFLEXIVE PRONOUNS

myself	ourselves
yourself	yourselves
himself	themselves
herself	
itself	

We use reflexive pronouns to refer back to the subject of the sentence.

The man shot *himself*.

She burned *herself*.

We also use reflexive pronouns to give emphasis to some person or thing mentioned in the sentence.

I *myself* will do the work.

The car *itself* was undamaged.

a. Supply the necessary reflexive pronoun. (Note that these are all examples of the reflexive use of such pronouns.)

1. The little girl hurt when she fell.
2. We protect from the rain with an umbrella.
3. The girl taught to sew.
4. Both boys taught to swim.
5. We all enjoyed at the concert last night.
6. The children amuse with the kitten.
7. The policeman shot by accident.
8. Did you enjoy at the party last night?
9. You will cut with that knife if you are not careful.
10. I once cut badly with the same knife.
11. I blame for all that trouble.
12. She likes to look at in the mirror.
13. My father shaves every morning.
14. Helen cut on a piece of glass.
15. The child is not old enough to dress
16. The dog hurt when it jumped over the fence.
17. Helen and I enjoyed very much at the party last night.
18. You shouldn't really blame for that mistake.

REFLEXIVE PRONOUNS

(Continued)

b. *Supply the necessary reflexive pronouns. (Note that these are all examples of the emphatic use of reflexive pronouns.)*

1. John will make all the preparations for the trip.
2. I will have little to do.
3. Helen said that she saw the man enter the office.
4. The policeman shot the thief.
5. We made the first offer to buy the business.
6. The President will deliver the principal address.
7. She says that she will be responsible for the debt.
8. I refused to take part in the matter.
9. The boys will cut the grass once a week.
10. The captain led the attack against the enemy.
11. The pupils decorated the classroom with flags and flowers.
12. The detective committed the murder.
13. I don't like that restaurant.
14. It was you who recommended it so highly.
15. They will provide the money.
16. John mailed the letter.
17. They arranged the matter in that form.
18. You must speak to him about it.

REFLEXIVE PRONOUNS

(Continued)

When we use a reflexive pronoun with *by*, we mean "alone" or "without help."

She lives *by herself*.

He built this house *by himself*.

In place of the word alone, substitute the preposition by and the required reflexive pronoun.

1. He went for a walk in the párk alone.
(He went for a walk in the park *by himself*.)
2. They made the long trip through the woods alone.
3. I don't like to go to the movies alone.
4. Helen, however, prefers to go to the movies alone.
5. John likes to take long walks in the woods alone.
6. The old man lives alone in a cabin in the woods.
7. John works alone in a small office.
8. My aunt, although she is rather rich, prefers to live alone.
9. Do you like to eat alone?
10. I went to the opera last night alone.
11. The girls will study alone in one group and the boys will study alone in a second group.
12. One shouldn't spend too much time alone.
13. She sits alone and stares out of the window all day long.
14. I can finish this work alone.
15. He prefers to do his homework alone.
16. The dog found its way home alone.
17. He plans to make a trip to Mexico alone.
18. The girls sat alone in a corner all during the party.

PRESENT PERFECT TENSE

We form the present perfect tense with *have (has)* and the *past participle** of the main verb.

I have worked	we have worked
you have worked	you have worked
he has worked	they have worked
she has worked	
it has worked	

The present perfect tense describes an action that happened at an indefinite time in the past.

I have read that book.
They have moved to Los Angeles.

The present perfect tense also describes an action that was repeated several times in the past.

I have read that book several times.
He has studied this lesson over and over.

Supply the present perfect tense form of the verbs in parentheses.

1. I (speak) to him about it several times.
2. We (finish) all our homework.
3. He (visit) us many times.
4. She (return) my book at last.
5. I am afraid that I (lose) my car keys.
6. We (be) in Mexico many times.
7. I (study) this same exercise before.
8. We (learn) many new words in this course.
9. I (tell) John what you said.
10. I (hear) that story before.
11. We (lend) money to them several times.
12. Mr. Smith (go) to South America to work.
13. He (make) that same mistake several times.
14. She (see) that movie three times.
15. He (make) and (lose) several fortunes.

* The past participle of all regular verbs is the same as the past tense form: *walked, talked, studied*, etc. The past participles of irregular verbs are often very irregular and must simply be memorized. See Appendix for complete list.

PRESENT PERFECT TENSE

(Continued)

Sentences using the present perfect tense never mention an exact time of action. If we wish to mention or imply an exact time for an action, we use the simple past tense.

He *has gone* to New York.

He *went* to New York *yesterday*.

I *have called* you several times.

I *called* you *last night*.

In the following sentences, supply either the past tense or the present perfect tense of the verbs in parentheses.

1. I (visit) Chicago many times.
2. Mr. Smith (go) to Chicago last week.
3. I (read) that book several times.
4. I first (read) it while I was on my vacation last summer.
5. I (be) in Philadelphia many times.
6. Mr. Smith (have) little experience in teaching that subject.
7. John (fall) as he was crossing the street.
8. I (see) Mary a few days ago.
9. When the bell rang, John (jump) from his seat and (run) from the room.
10. I (try) that restaurant again and again but I do not like the food there.
11. When I was a boy, I often (go) fishing with my father.
12. I (complete) writing my exercise at last.
13. He (start) to study English last winter.
14. The day before yesterday, we (have) a bad storm.
15. I hear that you (give) up the idea of studying Russian.
16. I never (be) at Radio City.
17. It (be) very cold yesterday.
18. We (learn) many new words in this course.
19. The First World War (begin) in 1914 and (end) in 1918.
20. She says that she (lose) her pocketbook.

PRESENT PERFECT TENSE

(Continued)

We also use the present perfect tense to describe an action that began in the past and has continued up to the present.

He has worked here for two years. (He is still working here.)
They have lived here since June. (They are still living here.)

Note the difference in meaning between the following sentences:

He has worked here for two years. (He is still working here.)
He worked here for two years. (. . . but he doesn't work here anymore.)

Supply the correct tense, simple past tense or present perfect tense, of the verbs in parentheses.

1. We are now living on 72nd Street where we _____ (live) for two years.
2. We _____ (live) in Washington from 1950 to 1955.
3. Before he came to the United States, John _____ (work) as a carpenter.
4. Since coming here, however, he _____ (work) as a clerk.
5. My former teacher was Miss Smith. I _____ (study) with her for one year.
6. My present teacher is Mr. Jones. I _____ (study) with him for six months.
7. It is natural that Mary speaks English well because she _____ (speak) English all her life.
8. John _____ (work) hard all his life. (He is dead.)
9. John _____ (work) hard all his life. (He is alive.)
10. Mr. Smith _____ (leave) New York last month and _____ (work) in Pittsburgh since then.
11. John, who is now in the fourth grade, _____ (study) English for two years.
12. I myself _____ (study) English steadily since 1956.
13. Henry, who is now in the hospital, _____ (be) there for several weeks.
14. When I saw him, John _____ (feel) very well.
15. We _____ (buy) this car two years ago and _____ (drive) it 5,000 miles since then.
16. Up to the present time, I _____ never (be) further west than Chicago.

PRESENT PERFECT CONTINUOUS TENSE

We form the present perfect continuous tense with *have (has) been* and the present participle of the main verb.

I have been working
you have been working
he has been working
she has been working
it has been working

we have been working
you have been working
they have been working

The present perfect continuous tense describes an action that began in the past and has continued up to the present. In many cases it can be used interchangeably with the present perfect tense.

They *have lived* here for five years.
They *have been living* here for five years.

Change these present perfect tense verbs from the simple to the continuous form.

1. He *has worked* in that firm for many years.
(He *has been working* in that firm for many years.)
2. They have talked for more than an hour.
3. They have traveled all over Europe.
4. He has slept for more than ten hours.
5. It has rained all day long.
6. He has studied English for many years.
7. We have used this textbook since January.
8. He has taught English for ten years.
9. They have lived in Caracas since 1955.
10. The two nations have quarreled between themselves for many years.
11. She has taken good care of him.
12. They have looked everywhere for the thief.
13. He has done very little work recently.
14. John has worked very hard recently.
15. They have argued about that for more than a hour.

PERFECT TENSES (Negative and Question Forms)

We form negatives with the present perfect and present perfect continuous tenses by placing *not* after *have* (*has*).

They *have not* lived there very long.

She *has not* been studying English.

The contractions *haven't* and *hasn't* are generally used.

We form questions with the perfect tenses by placing *have* (*has*) before the subject.

Have they lived there very long?

Has she been studying English?

a. *Change the following sentences from affirmative to negative. Use the contracted forms.*

1. He has worked very hard at that job.
2. She has been teaching there many years.
3. They have been waiting there a long time.
4. He has spoken to Mr. Smith about it.
5. You have been studying English a long time.
6. He has been the best student in the class.
7. She has been taking music lessons many years.
8. They have been discussing the matter all day long.
9. She has been sick since Wednesday.
10. They have returned home.
11. He has known her a long time.
12. John has found his fountain pen.
13. They have been absent from class all week.
14. He has told her all about it.
15. Mr. Reese has left for Chicago.
16. They have been having trouble with their new car.
17. He has been feeling well recently.
18. They have been married a long time.

b. *Change the sentences above to questions.*

PERFECT TENSES (Negative and Question Forms)

(Continued)

c. *Change the following sentences to questions beginning with how long.*

1. He has been working for that firm for ten years.
(How long has he been working for that firm?)
2. They have been married for five years.
3. They have been living in that same house for twenty years.
4. He has been absent from class for two weeks.
5. She has been studying English since June.
6. They have been arguing for more than an hour.
7. They have been friends for years.
8. He has been teaching English ever since he graduated from college.
9. It has been raining like this for an hour.
10. She has been a citizen since January.
11. He has been attending that school for four years.
12. They have occupied that same apartment for ten years.
13. He has been doing that same kind of work for many years.
14. She has been in the hospital for two months.
15. They have been driving that same car ever since I have known them.
16. The dog has been lying in that corner since this morning.
17. He has been principal of the school since February.
18. She has been waiting for him for an hour.

FOR/SINCE

For shows the length of time of the action.

He has worked there *for* six months.

Since shows the time that the action began.

He has worked there *since* February.

a. *Change these sentences to introduce since in place of for. Then make whatever other changes are necessary.*

1. She has been sick for three days.
(She has been sick since Wednesday.)
2. We have been living here for three years.
3. John has worked for that firm for six months.
4. I have not seen him for several days.
5. I have not eaten anything for two days.
6. We have been planning this trip for a year.
7. It has been raining steadily for eight hours.
8. I have not smoked a cigarette for two days.
9. We have been waiting for you for two hours.
10. He has been in the hospital for almost a month.

b. *Change these sentences to introduce for instead of since. Then make whatever other changes are necessary.*

1. He has been absent since Monday.
(He has been absent for three days.)
2. We haven't seen them since February.
3. We have lived in the same house since 1955.
4. They have been friends since high school.
5. It has been snowing steadily since last night.
6. They have been living with her parents since they were married.
7. He has worked for that firm since 1957.
8. I have not seen her since last week.
9. The dog hasn't eaten anything since Wednesday.
10. They haven't sent him any money since last summer.

YET/ALREADY

We use *yet* only in negatives and questions.

John hasn't called *yet*.

Has John called *yet*?

We use *already* in affirmative statements and questions.

They have *already* left.

Have they *already* left?

a. Complete the following sentences with *yet* or *already*.

1. He hasn't called us
2. They have mailed the check.
3. Is it time for us to leave ? No, not
4. John has bought the tickets for the game.
5. We have signed the contract.
6. We have been to Mexico three times.
7. But you haven't visited Taxco
8. Has John gotten his new car ?
9. Has the class begun ? No, not
10. Have the police found the thief ?
11. They haven't even started to look for him
12. The plane has left the airport.

b. Give a negative answer with *yet* to the following questions.

1. Has John left yet?
(No, John hasn't left yet.)
2. Has the mail arrived yet?
3. Have you finished your homework yet?
4. Has Mr. Smith returned from lunch yet?
5. Have you paid that bill yet?
6. Has the class begun yet?
7. Has George found a job yet?
8. Has the boat sailed yet?
9. Have you bought the tickets for the game yet?
10. Have you ridden in John's new car yet?

c. Give an affirmative answer with *already* to the questions above.

1. Has John left yet?
(Yes, John has already left.)

SAY/TELL

We use *say* for direct quotation.

John said, "I am very busy."

Mary said to me, "I don't feel well."

We use *say* for indirect quotation when the person to whom the words are said is not mentioned.

John said that he was very busy.

We use *tell* for indirect quotation when the person to whom the words are said is mentioned.

Mary told me that she didn't feel well.

We also use *tell* in the following special ways:

to tell the truth

to tell a lie

to tell a story

to tell about something

a. *Supply the correct form of say or tell in the following sentences.*

1. Mary (that) she was very busy yesterday.
2. Mary me (that) she was very busy yesterday.
3. I my boss (that) I could not finish my work in time.
4. John me all about his trip. He (that) it was very interesting.
5. Please me about the movie which you saw last night.
Mary (that) she liked it very much.
6. Grace to me, "I will never speak to him again."
7. I William (that) I could not go to the movies with him.
8. The boy his mother a lie, and she punished him severely. I believe he will always the truth in the future.
9. The teacher us (that) she was too busy to see us after class.
10. These twin brothers look so much alike (that) I cannot tell them apart.

SAY/TELL

(Continued)

11. Mr. and Mrs. Smith us all about their recent trip to Mexico. They (that) Mexico was a very interesting and picturesque country.
12. William to me, "Is it necessary to write all my exercises in ink?"
13. me just what you John yesterday about your vacation plans. He (that) he wanted to go with you.
14. William always the truth because his parents have trained him never to a lie.
15. John (that) he was too tired to go to the park with us.
16. The teacher the class (that) she was not satisfied with their work.
17. My boss me (that) I could take my vacation in July.
18. Can you me how I can reach Pennsylvania Station?
19. John (that) English is difficult for him.
20. I have him the same thing several times.
21. William (that) the book belonged to Mr. Smith.
22. I him (that) I thought it belonged to Helen.
23. As part of his speech, the President the audience several humorous stories.
24. It was Mary who us (that) the plane was air conditioned.
25. Will you please me what time it is?
26. Who you (that) Mr. Reese was a former army officer?

b. *Change these sentences to introduce tell in place of say. Then make whatever other changes are necessary.*

1. He said that he did not feel well.
(He told me that he did not feel well.)

SAY/TELL

(Continued)

2. John said that he could not attend the meeting.
3. She said that she had a bad headache.
4. Mr. Smith said that he was too busy to see us.
5. George said that he didn't have enough money to buy the tickets.
6. I said that I was going to buy the tickets.
7. The student said that he didn't know the meaning of many words in the lesson.
8. The man said that there were plenty of seats available.
9. The farmer said that he expected a good crop.
10. The man said that he was German by birth.
11. He also said that he was a good friend of John's.
12. Helen said that she had a lot of work to do.

c. *Change these sentences to introduce say instead of tell. Then make whatever other changes are necessary.*

1. He told us that he was too tired to go out.
(He said that he was too tired to go out.)
2. She told us that she knew how to speak French well.
3. I told him that I was too busy to see him.
4. We told him that there were many things worse than loss of hearing.
5. The teacher told us that she was not satisfied with our work.
6. The doctor told me that I must rest more.
7. He told me that he knew her well.
8. I told the boys that they should not make so much noise.
9. We told them that the train was late.
10. I told him that it was useless to wait any longer.
11. He told the girls that he was not married.
12. I told the teacher that I enjoyed my lessons very much.

MAY

We use *may* to show permission.

You may smoke here.

(You are permitted to smoke here.)

We also use *may* to indicate possible future action.

He may leave tomorrow.

(It is possible that he will leave tomorrow.)

-
- a. *Change each of the following sentences so as to introduce may.*
1. It is possible that he will return later.
(He may return later.)
 2. It is possible that Jane will help us with the work.
 3. It is possible John will be at the meeting tonight.
 4. Perhaps Mr. Smith will lend us the money.
 5. Perhaps she will telephone you later.
 6. Possibly William will offer to lend his car.
 7. Possibly the weather will get warmer tomorrow.
 8. It is possible that she is sick.
 9. It is possible you will feel better later.
 10. Perhaps it will not rain this afternoon.
 11. It is possible that we will be late for the meeting.
 12. Perhaps he will not want to go with us.
 13. Possibly they will go by plane.
 14. Perhaps they will go to South America instead of to Europe on their vacation.
- b. *Answer each of these questions using may. Also add I'm not sure at the end of your answer.*
1. Will Helen help us with the work?
(She may help us with the work. I'm not sure.)
 2. Will John pass all his examinations?
 3. Will Mr. Smith be back by noon?
 4. Will John drive us to the beach?
 5. Are you going to the movies tonight?
 6. Are you going to Europe on your vacation?
 7. Will Helen wait for us after the lesson?
 8. Will you see John tomorrow?
 9. Will George lend us the money which we need?
 10. Are Mr. and Mrs. Smith going to take the children with them to New York?

PAST PERFECT TENSE

We form the past perfect tense with *had* and the past participle of the main verb.

I had gone
you had gone
he had gone
she had gone
it had gone

we had gone
you had gone
they had gone

We use the past perfect tense to describe an action that took place in the past before another past action.

By the time we arrived, they *had gone*.
She said that she *had seen* that movie.

Supply the past perfect tense of the verbs in parentheses.

1. He said he (look) everywhere for the book.
2. Helen (leave) by the time we arrived.
3. The police reported that they finally (capture) the thief.
4. I met them before I (go) a hundred yards.
5. I saw that we (take) the wrong road.
6. He knew that he (make) a serious mistake.
7. I felt that I (meet) the man somewhere before.
8. He asked me why I (leave) the party so early.
9. He wanted to know what (happen) to his briefcase.
10. Previously he (be) a very good student.
11. It was clear that he (give) us the wrong address.
12. The teacher corrected the exercises which I (prepare).
13. What did he say he (do) with the money?
14. He said he (have) his lunch.
15. I was sure that I (see) the man before.

AS ... AS

We use *as ... as* to express equality of comparison. We can use this phrase with both adjectives and adverbs.

She is *as tall as* he.

He is *as old as* I am.

She works *as rapidly as* he.

He can run *as fast as* I can.

Supply the phrase *as ... as*. Also change all adjectives to their corresponding adverb forms where necessary.

1. John is (tall) his brother.
2. Our apartment is (large) yours.
3. This street is (wide) Broadway.
4. He is not (intelligent) his sister.
5. I don't get up every morning (early) my parents.
6. She sings (beautiful) she plays.
7. We came (quick) we could.
8. We drove there (fast) we could.
9. He doesn't speak English (good) his sister.
10. Helen doesn't prepare her homework (careful) she should.
11. He doesn't attend class (regular) he should.
12. He didn't arrive (early) we expected.
13. She can do the work (easy) I.
14. He doesn't work (hard) the other students.
15. I came (soon) possible.
16. I don't believe that it is (cold) today it was yesterday.
17. Her pronunciation is not (good) yours.
18. We visit them (often) we can.

SEQUENCE OF TENSES

If the main verb of a sentence is in the past tense, all other dependent verbs are usually in the past tense too.

He *says* he *will* bring the money tomorrow.

He *said* he *would* bring the money tomorrow.

I *think* I *can* come today.

I *thought* I *could* come today.

Note the irregular past tense forms of the following auxiliaries:

will
can
may
have

would
could
might
had

a. Change each of the following sentences to past time.

1. The newspaper says the President will arrive in the morning.
(The newspaper said the President would arrive in the morning.)
2. She says she cannot do this work.
3. She says her name is Smith.
4. I think I can finish this report by five o'clock.
5. The weatherman predicts that it will rain tomorrow.
6. Mr. Smith says he is very busy.
7. She complains that she has a headache.
8. He thinks he may finish his work by two o'clock.
9. I do not think I can complete this report on schedule.
10. He promises that the error will not occur again.
11. He says the mail will certainly be here by noon.
12. The students think they are making sufficient progress.
13. They say the weather will probably be cold next week.
14. I think it will rain today.
15. He hopes he can get there on time.
16. I don't think I will see you again.
17. She says she may be late.
18. I think he is out of town.

SEQUENCE OF TENSES

(Continued)

19. He says he cannot do it.
20. He complains that nobody believes a word he says.
21. I am certain that the price will go up soon.
22. He tells me that prices are sure to rise.
23. He promises faithfully that he will deliver the goods tomorrow.
24. He hopes he may reach home before night.
25. He says that he has known her for many years.
26. She says she has lived here three years.
27. She thinks she can get here by noon.
28. He says he is taking English lessons from Miss Smith.
29. The jury declares that the prisoner is guilty.
30. They feel sure the battle will be over before tomorrow.
31. I wonder what changes the new chairman will introduce.
32. He swears he has never seen the man before.

b. *Change the following sentences from past to present.*

1. He said he would leave in the morning.
(He says he will leave in the morning.)
2. They thought they had found the thief but they were mistaken.
3. He thought the mail would surely be here by noon.
4. The paper said it would rain today.
5. She said her name was Jones.
6. He said that he was too busy to come to class.
7. I did not think he could finish that report today.
8. He said he'd be here by noon.
9. I did not think she'd come.
10. Did he say he'd call again?
11. She promised faithfully she'd try to do better work.
12. He told me he thought prices were going up.
13. He said he had found the book.
14. She said she couldn't understand what I meant.

MUST/HAVE TO

We use *must* or *have to* to express necessity or strong obligation.

You *must* go home.

John *must* work tonight.

You *have to* go home.

John *has to* go home.

Substitute *have to* for *must* in the following sentences.

1. He *must* leave at once.
(He *has to* leave at once.)
2. They *must* stay there at least an hour.
3. You *must* send it by airmail.
4. He *must* have more practice in conversation.
5. They *must* help her with that work.
6. You *must* speak to him about it today.
7. He *must* spend more time on his homework.
8. You *must* write them a letter.
9. We *must* leave before Helen gets here.
10. We *must* learn at least ten new words every day.
11. You *must* insure it.
12. I *must* take this package to the post office.
13. He *must* give you a receipt.
14. They *must* spend more time on their English.
15. You *must* pay more attention to pronunciation.
16. You *must* help her in every way possible.

HAVE TO (Past, Future, and Present Perfect Forms)

Must has no past or future tense forms. We use *have to* to express obligation or necessity in past, future, and present perfect tenses.

I *have to* work tonight.

I *had to* work last night.

I *will have to* work tomorrow.

I *have had to* work every night this week.

a. *Change the following sentences to the past.*

1. He has to get up early.
(He had to get up early.)
2. She has to have more money.
3. We have to do this at once.
4. Everyone has to work overtime.
5. He has to learn English quickly.
6. He has to go to the post office.
7. She has to return later.
8. He has to see the doctor a second time.
9. We have to lend him some money.
10. You have to spend more time on your homework.
11. They have to leave for New York immediately.
12. We have to remain there all summer.
13. You have to send it by parcel post.
14. He has to give me a receipt.
15. They have to converse in Spanish.
16. He has to have an interpreter with him at all times.

b. *Change the sentences above to the future.*

1. He has to get up early.
(He'll have to get up early.)

HAVE TO (Negative and Question Forms)

We form negatives with *have to* by placing *do not* or *does not* before *have*.

He has to work tonight.

He *doesn't have to* work tonight.

We form questions with *have to* by placing *do* or *does* before the subject.

He has to work tonight.

Does he have to work tonight?

a. *Change the following sentences from affirmative to negative.*

1. John has to leave class early today.
(John *doesn't have to* leave class early today.)
2. They have to return later.
3. I have to cash this check today.
4. He had to pay the doctor for his call.
5. They had to go by train.
6. She has to take a make-up examination.
7. He has to write many business letters.
8. We had to remain in Chicago for a week.
9. They had to wait a long time for an answer to their letter.
10. They have to learn many new words every day.
11. I have to go to the dentist again next week.
12. We had to wait in his office a long time.
13. He has to get up at six o'clock every morning.
14. They had to telephone him long distance.
15. They have to lend him money for the trip.
16. She has to help him with his homework every day.

b. *Change the sentences above to questions.*

1. John has to leave class early today.
(*Does John have to* leave class early today?)

HAVE TO (Question Form)

(Continued)

c. Change the following sentences to questions beginning with the question word in parentheses.

1. He had to leave at six o'clock. (What time)
(What time did he have to leave?)
2. They had to wait there for two hours. (How long)
3. The children had to stay indoors because it was raining.
(Why)
4. They had to leave the party early because John was sick.
(Why)
5. He has to go to New York on Sunday. (When)
6. He will have to stay there for a month. (How long)
7. They had to pay the doctor fifteen dollars for the call. (How much)
8. I have to go to the dentist again next week. (When)
9. You will have to come back at five o'clock. (What time)
10. He has to go to the post office to buy some stamps. (Why)
11. Each student has to learn ten new words every day. (How many new words)
12. She has to go there twice a week. (How often)
13. They had to leave twenty dollars as a deposit. (How much)
14. He has to leave at three o'clock. (What time)
15. You have to sign your name at the bottom of the page. (Where)
16. Mary has to do all the housework now because her mother is ill. (Why)

PREPOSITIONS (Review)

a. Complete the following sentences with the correct preposition.

1. The car is the door.
2. The book is the desk.
3. He walked the room.
4. He looked the window.
5. I put the letter his hands.
6. The ship is now five miles the port.
7. The Hudson River lies west New York City.
8. Heat changes ice water.
9. Sit that chair.
10. Do you usually have dinner home or a restaurant?
11. He arrived New York five o'clock.
12. Our office is six blocks the station.
13. I heard it the radio.
14. We stopped overnight Pittsburgh.
15. Wait for us the corner 36th Street.
16. I'll meet you front the building.
17. She sat here me.
18. He arrived five o'clock the Queen Elizabeth II.
19. The wind blew the paper the window.
20. The dog jumped the fence.
21. I saw him the corner Broadway and 42nd Street.
22. The ball rolled the table.
23. He walked quickly the door.
24. He sat down the table and began to write his notebook.
25. We walked Broadway and looked all the shop windows.
26. Every morning I get the subway at 116th Street and get at 34th Street.
27. Generally he goes a walk the park the afternoon.
28. The thief climbed the house an open window.

PREPOSITIONS (Review)

(Continued)

b. Complete the following sentences with the correct preposition.

1. I will be back ten minutes.
2. Everyone had finished dinner ten o'clock.
3. Will you lend me your pen a few minutes?
4. It has been raining steadily yesterday.
5. I have known Mr. Smith many years.
6. France has been a republic 1871.
7. I will wait here for him three o'clock.
8. The game lasted three hours.
9. Yesterday I bought a new hat Macy's. the same time I bought a new shirt.
10. I did not finish my work time to show it the teacher.
11. I have been working on this an hour.
12. I get up seven o'clock every morning and go to bed twelve.
13. I told him I would be there an hour.
14. I am usually quite tired the end the day.
15. His health is improving day day.
16. I see him time time.
17. Once a while I walk work.
18. His office hours are 9 5.
19. Did anyone call me my absence?
20. John arrived 7 o'clock sharp.
21. The train will leave five minutes.
22. He didn't arrive until late the afternoon.
23. I get up six o'clock and have my breakfast 7.
24. I have not been there last summer.
25. He will be back 4 o'clock.
26. I will be back an hour or two.
27. He has been studying English two years.

PREPOSITIONS (Review)

(Continued)

c. Complete the following sentences with the correct preposition.

1. I usually come to work subway.
2. I will do that pleasure.
3. He spoke a low voice.
4. The car was traveling full speed.
5. Shall we go bus or subway?
6. I am sorry but I don't agree you.
7. She is afraid animals.
8. The messenger has just left a box of flowers you.
9. He was a hurry.
10. The plane flew directly our house.
11. He is going to ask Grace a date.
12. Some workers are paid the day, others the week.
13. There is something wrong this telephone.
14. Please write your exercises ink.
15. the way, have you seen Mr. Smith lately?
16. I went there mistake.
17. Smith fell love his secretary.
18. Slowly the airplane came sight.
19. It is dark here. Please turn the light.
20. They are both very fond music.
21. There is not enough room all of us.
22. I explained him that the elevator was out of order.
23. This is an exception the rule.
24. It will be impossible me to go you the theater.
25. There is a great difference that book and this one.
26. He has been absent class twice this week.
27. I will get touch you later this week.
28. first, we sat the shade a large tree, but later we went a swan the river.

PASSIVE VOICE

We form the passive voice of present, past, and future tense sentences with the appropriate form of *to be* and the past participle of the main verb.

Active

John *delivers* the mail.
John *delivered* the mail.
John *will deliver* the mail.

Passive

The mail *is delivered* by John.
The mail *was delivered* by John.
The mail *will be delivered* by John.

We form the passive voice of present perfect sentences with *have (has) been* and the past participle of the main verb.

John *has delivered* the mail.
The mail *has been delivered* by John.

a. Change the following sentences from active to passive. Be sure to keep the same tense with each change.

1. John wrote that letter.
2. Fire destroyed that house.
3. The audience enjoyed the concert very much.
4. Mary took that book from the desk.
5. John will deliver that letter.
6. Mary has finished the report.
7. Mr. Smith will leave the tickets at the box office.
8. The messenger has just left a box of flowers for you.
9. The police easily captured the thief.
10. Many people attended the lecture.
11. The movie disappointed us very much.
12. Mr. Jones manages the export division.
13. John returned the money last night.
14. The little boy ate the cake.

b. Change the following from passive to active.

1. This book was written by John Smith.
2. The entire city was destroyed by the fire.
3. The town was captured by the enemy.
4. The money was stolen by an unknown person.
5. The book was found by Mary.
6. The book has been returned by John.
7. The book was torn by the little boy.

PASSIVE VOICE

(Continued)

c. *Change the following sentences from active to passive. Do not change the tense.*

1. The teacher corrects our exercises at home.
2. They started a dancing class last week.
3. Mr. Smith saw the accident.
4. He left the report on the desk.
5. Everybody will see this film soon.
6. He has just finished the report.
7. An economic crisis followed the war.
8. Somebody has taken my book.
9. The teacher returned our written work to us.
10. He bought this book yesterday.
11. She had finished the report by noon.
12. The mad dog bit the little boy.
13. The wind blew the smoke away.
14. The committee chose Mr. Smith for president.
15. The maid broke the plate and the glass.
16. Tall telegraph poles lined the street.
17. The newspapers reported the event immediately.
18. We heard the sound of music.
19. The police arrested five men.
20. Columbus discovered America in 1492.
21. The doctor ordered him to take a long rest.
22. Lightning struck the house.

PASSIVE VOICE

(Continued)

We form the passive voice of sentences using *can*, *may*, *must*, and *should* with *be* and the past participle of the main verb.

They *must finish* this work today. This work *must be finished* today.

We form the passive voice of sentences using *have to* and *ought to* with *be* and the past participle of the main verb.

She *has to send* that letter.

That letter *has to be sent*.

We form the passive voice of sentences using continuous tenses with *being* and the past participle of the main verb.

She *is writing* the letter.

The letter *is being written*.

Change the following sentences from active to passive.

1. We must finish those letters by five o'clock.
2. They should send it to us at once.
3. The mailman is delivering the mail now.
4. He has to finish it today.
5. The police are holding him for further questioning.
6. They may organize a new group next week.
7. You ought to send the package by airmail.
8. The citizens are defending the city bravely.
9. They cannot hold the meeting in that room.
10. They may deliver the merchandise while we are out.
11. He has to pay the bill before the first of the month.
12. He must pay the bill before the first of the month.
13. Congress is debating that question today.
14. For the time being, Mr. Smith is teaching that group.
15. You ought to water the plant once a week.
16. The company is shipping the merchandise today.
17. We must warn them of the danger.
18. They couldn't sell the house at that price.
19. They are sending Mr. Smith to Europe on a special mission.
20. You should insure the package.

PASSIVE VOICE

(Continued)

We form negatives in the passive voice by placing *not* after the auxiliary verb.

The book was *not* written by Hemingway.

The merchandise will *not* be delivered before Tuesday.

We form questions in the passive voice by placing the auxiliary verb before the subject.

Was the book written by Hemingway?

Will the merchandise be delivered before Tuesday?

a. *Change the following sentences from affirmative to negative.*

1. He was sent to New York.
2. This must be finished today.
3. The letter has already been sent.
4. The book was published in 1970. .
5. The class is taught by Mr. Smith.
6. The merchandise is being sent today.
7. The thief has been caught by the police.
8. The fire was started by an arsonist.
9. The chairs have been put in Room 10.
10. The jewels were stolen by one of the servants.
11. The book will be published in the spring.
12. The lecture was attended by many people.
13. The first prize was won by John.
14. The accident was caused by William's carelessness.
15. Our exercises are corrected each night by the teacher.
16. The house was completely destroyed by the fire.
17. The tickets were purchased weeks ago.
18. The bridge was designed by a French architect.
19. The contract will be signed tomorrow.
20. The package should be sent airmail.
21. The cries of the child were heard by everyone.
22. The house was struck by lightning.

b. *Change the sentences above to questions.*

PASSIVE VOICE

(Continued)

c. *Change the following sentences to questions beginning with the question word in parentheses.*

1. The house was built in 1955. (When)
(When was the house built?)
2. The building was destroyed by fire. (How)
3. The merchandise will be delivered next week. (When)
4. The money had been stolen by one of the servants. (By whom)
5. The child was finally found in the park. (Where)
6. He was injured in an airplane accident. (In what kind of accident)
7. The mail is delivered at ten o'clock. (What time)
8. The contract must be signed by Mr. Smith. (By whom)
9. The tickets will be left at the box office. (Where)
10. America was discovered in 1492. (In what year)
11. The book was published in France. (Where)
12. He was operated on for appendicitis. (What)
13. The boy was punished because he had run away. (Why)
14. The note was left on the table. (Where)
15. The city was captured by the enemy in June. (In what month)
16. The money was put into the safe. (Where)
17. The bridge will be finished this year. (When)
18. It was designed by a French engineer. (By whom)

SUPPOSED TO

We use *supposed to* to express obligation or expectation. We can use it in the present and past tenses.

Mr. Smith *is supposed to* be here.

They *were supposed to* arrive last night.

Complete the following sentences with the proper form of *to be supposed to*.

1. They (send) the merchandise last night.
2. The ship (sail) at two o'clock this afternoon.
3. He (come) at four o'clock yesterday afternoon.
4. He (be) here now.
5. John (bring) the books with him.
6. That letter (write) yesterday.
7. I (mail) this package last Saturday.
8. He (leave) for Europe next week but he may have to postpone his trip until next month.
9. He (take) his lesson at ten o'clock, but he failed to appear.
10. In which room is the class (meet)?
11. The advanced class (meet) in Room 10, but the other class (meet) on the tenth floor.
12. On which line am I (write) my name?
13. I'm sorry that I must leave so soon, but I (be) at the consulate at twelve o'clock.
14. John wants to know whether he (take) his lesson at ten o'clock or twelve o'clock.
15. The catalog (publish) next spring.

USED TO

Used to describes an action that continued for some time in the past but that does not happen at the present time.

I used to smoke.

(Now I do not smoke.)

He used to teach English.

(Now he does not teach English.)

In each of the following sentences change the italicized verb to introduce used to.

1. I *walked* to work.
(I *used to walk* to work.)
2. I never *made* so many mistakes in spelling.
3. The accounting department *was* on the 18th floor.
4. John *was* a good student and *worked* hard.
5. I *bought* all my clothes in Macy's.
6. This building *was* occupied by a large insurance firm.
7. Mr. Smith *had* charge of the transportation division.
8. John *played* the violin.
9. Mr. Smith *went* to the concert every week.
10. He never *did* his work poorly.
11. He *took* a great interest in his English lessons.
12. All meetings *were* held in the auditorium.
13. Mr. Jones *was* the official interpreter for the company.
14. I *smoked* a great deal.
15. Mr. Reese *worked* in this office.
16. I never *caught* cold.

WOULD RATHER

Would rather means "to prefer." It is followed by the simple form of the verb.

I would rather watch TV than go to a movie.

He would rather walk than take a taxi.

In everyday conversation, we usually contract *would rather*.

I'd rather watch TV than go to a movie.

He'd rather walk than take a taxi.

Change these sentences to introduce would rather. Use the contracted forms only. Also, drop rather in rather than.

1. I prefer to wait outside.
(I'd rather wait outside.)
2. They prefer to walk to school.
3. We prefer to spend the summer at home instead of in the country.
4. The doctor says that he prefers to examine you in his office.
5. I prefer not to mention it to him at this time.
6. I prefer to eat at home rather than in a restaurant.
7. He prefers to meet us downtown.
8. I prefer to speak with her in private.
9. I prefer to drive a small car rather than a big one.
10. She prefers to study in this class instead of in the advanced class.
11. I prefer to do all my homework before I leave school.
12. He prefers to live in a large city like New York.
13. I prefer to live in a small town.
14. I prefer to work in my garden rather than play golf.
15. I prefer to see a good movie rather than go to the opera.
16. He prefers to attend a large school; I prefer to go to a small one.

HAD BETTER

Had better means "it would be better" or "it would be advisable." It is followed by the simple form of the verb.

You *had better* see a doctor.

She *had better* come back later.

We usually contract this phrase in everyday conversation.

You'd *better* see a doctor.

She'd *better* come back later.

Change these sentences to introduce *had better*. Use the contracted forms only.

1. It will be better if you come back later.
(You'd better come back later.)
2. It will be better if she rests a while.
3. It will be better if she stops her English lessons.
4. It will be better if she doesn't see him again.
5. It is advisable that they save a little money for a change.
6. It will be better if you don't mention this to anyone.
7. It is advisable that you send an application by mail.
8. It will be better if she sees a doctor immediately.
9. It will be better if you don't tell Grace about this.
10. It will be better if Charles spends more time on his English and less time with the girls.
11. It will be better if they notify the police at once.
12. It will be better if you don't give them too much information.
13. It will be better if he doesn't drive so fast in the future.
14. It will be better if he prepares his homework more carefully.
15. It is advisable that you tell them the truth.

TAG ENDINGS (Affirmative Sentences)

We use tag endings to ask a question or to invite confirmation of some fact we already know. We always use a negative tag ending after an affirmative sentence.

He can speak English, *can't he?*

She is an American, *isn't she?*

You live in Washington, *don't you?*

They went home, *didn't they?*

Add the correct tag ending to the following sentences.

1. She goes shopping every day, ?
2. He has been studying English a long time, ?
3. He is a good student,?
4. She plays the piano well, ?
5. She can play the piano well, ?
6. You played tennis yesterday, ?
7. The traffic is heavy today, ?
8. It was also heavy yesterday, ?
9. You always buy your clothes in Saks, ?
10. They go for a walk in the park every Sunday, ?
11. You'll be back before noon, ?
12. You have read that book,?
13. They are very old friends, ?
14. It takes more than an hour to get there, ?
15. The bus stops at this corner, ?
16. They are traveling in Europe now, ?

TAG ENDINGS (Negative Sentences)

We use an affirmative tag ending after a negative sentence.

He can't speak English, *can he?*

She isn't an American, *is she?*

You don't live in Washington, *do you?*

They didn't go home, *did they?*

a. Add the correct tag ending to the following negative sentences.

1. She doesn't like to study English,?
2. You haven't ever been in South America,?
3. You won't mention this to anyone,?
4. The traffic today isn't very heavy,?
5. It wasn't heavy yesterday either,?
6. They didn't go by plane,?
7. She didn't say anything to you about it,?
8. He wasn't driving fast at the time,?
9. She doesn't know how to dance,?
10. He won't be back before noon,?
11. The bus doesn't stop near here,?
12. You didn't write those letters,?
13. I haven't paid you yet,?
14. Helen isn't going with you,?
15. You haven't had your lunch yet,?
16. He can't speak English,?

TAG ENDINGS

(Continued)

b. Add the tag endings to the following sentences.

1. George left class early today,.....?
2. He is an excellent student,?
3. She has never gotten in touch with you,?
4. Today is Wednesday,.....?
5. You live in Brooklyn,?
6. You were absent yesterday,.....?
7. Both men look very much alike,.....?
8. They don't know each other,?
9. This street runs north and south,?
10. We won't have to stand in line,?
11. You mailed that letter,?
12. You didn't forget to put a stamp on it,?
13. She can speak French well,?
14. He never comes to class on time,?
15. The train is supposed to arrive at five o'clock,?
16. This bus stops at 42nd Street,?
17. She is making good progress in English,?
18. Your sister has been sick a long time,?
19. This is your umbrella,?
20. There is someone at the door,?
21. The telephone is ringing,?
22. They paid you what they owed you,?

TAG ENDINGS

(Continued)

c. Add tag endings to the following sentences.

1. He speaks English well,?
2. She writes a lot of letters,?
3. He is a busy man,?
4. He makes a lot of mistakes in pronunciation,?
5. Helen spends a lot of money on clothes,?
6. He always comes to class on time,?
7. Mr. Smith is out of town,?
8. There are a lot of students absent from class,?
9. They are good friends,?
10. They watch television every night,?
11. You enjoy your English lessons,?
12. The mail is delivered at ten o'clock,?
13. You spend a lot of time with them,?
14. She has to work very hard,?
15. He is too old to get married,?
16. You have private lessons twice a week,?
17. The plane arrives at noon,?
18. They visit you every Sunday,?
19. You get up early every morning,?
20. He sits in the front row,?
21. She works in the import department,?
22. She is a good typist,?

d. Change the sentences above to the past and add the tag endings.

1. He speaks English well,?
(He spoke English well, didn't he?)

e. Change the sentences above to the future with will and add the tag endings.

1. He speaks English well,?
(He'll speak English well, won't he?)

IT/THERE

We commonly use the impersonal subject *it* in expressions of weather, time, and distance.

It is cold today.

It is ten o'clock.

It is a long way from here to Los Angeles.

We also use *it* in sentences where *to be* is followed by an adjective-infinitive construction.

It is easy to learn English.

It was impossible to reach him.

We use *there* to express the existence of an object or objects.

There is a man in the room.

There are two men in the room.

a. Complete the following sentences with *It is* or *There is*.

1. raining very hard.
2. plenty of time to do that later.
3. a strange man in Mr. Smith's office.
4. easy to understand why he is angry.
5. time for you to take your medicine.
6. almost ten o'clock.
7. a new moon tonight.
8. a cat in one of your flower beds.
9. impossible to finish that work in such a short time.
10. warm in this room.
11. beginning to rain.
12. ten miles from here to the university.
13. a mail box on the corner.
14. a long line of cars ahead of us.
15. a pity that he must stop his English lessons.

IT/THERE

(Continued)

b. Complete the following sentences with It or There.

1. is raining very hard.
2. is a letter for you on the hall table.
3. is almost three o'clock.
4. is a very nice day.
5. are several pretty girls in our English class.
6. is very hot in this room.
7. is difficult to speak English well.
8. is not a cloud in the sky.
9. is beginning to snow.
10. is hard to learn English in such a short time.
11. are a lot of beautiful homes on this street.
12. is a shame that you can't come with us to the park.
13. was John who told me about the matter.
14. is no place like home.
15. is a pity she can't speak English.
16. is a long way from here to Caracas.
17. are a lot of people in the park this afternoon.
18. was almost eight o'clock when they arrived.
19. were a lot of students absent today.
20. is Tuesday, isn't it?
21. is someone at the door, isn't there?
22. is very unpleasant to work in this cold room.
23. is dangerous to drive so fast.
24. are only twenty-eight days in February.

IT/THERE

(Continued)

c. *Change the following sentences by beginning each one with It.*

1. To learn English is not easy.
(It is not easy to learn English.)
2. To learn new words every day is very important.
3. To study with Mr. Smith is very interesting.
4. To pay so much money for a car of that type is foolish.
5. To drive so fast is very dangerous.
6. To travel in foreign countries is very interesting.
7. To be able to speak a foreign language is often very helpful.
8. To blame John for that mistake is not fair.
9. To study grammar is not interesting to many students.
10. On the other hand, to understand the grammar of a foreign language is important.
11. To get there so early in the morning is almost impossible for me.
12. To go there by bus is faster than to go by car.
13. To sing in such a low key is not easy for a soprano.
14. To explain this matter to him will be very difficult.
15. To speak with him now is not necessary.
16. To work so hard at his age is very foolish.
17. To spend the afternoon at the beach on a hot day like this will be very pleasant.
18. To telephone her at this late hour is useless.
19. To eat too quickly is unwise.
20. To accept their apology is not easy.
21. To be comfortable in such hot weather is impossible.

IT/THERE

(Continued)

d. *Change the following sentences by beginning each one with There is or There are.*

1. A new magazine is on the hall table.
(There is a new magazine on the hall table.)
2. A lot of trees are in the park.
3. Two strange men are in Mr. Smith's office.
4. Several people are waiting to see Dr. Jones.
5. A letter for you is in the mailbox.
6. A storm is approaching.
7. A lot of dark clouds are in the sky.
8. Two policemen are on the corner.
9. A dog is in the garden.
10. Two children are playing on your front lawn.
11. Only one window is in the room.
12. Two tall trees are in front of the house.
13. A blackboard is in every room.
14. Several pictures are on the wall of each room.
15. A lot of birds of various colors are in the trees.
16. A vase of flowers is on the table.
17. An ashtray is next to each chair.
18. Curtains are on each window.
19. A lot of pretty girls are in my English class.
20. A mailbox is on the corner.
21. The report is on his desk.
22. Two tickets to the new show are waiting for you at the box office.
23. Some cigarettes are in his briefcase.

GERUNDS

A gerund is a form of verb that functions as a noun and ends in *ing*. Certain verbs, like *enjoy*, *mind*, *stop*, *consider*, *appreciate*, and *finish*, can be followed by gerunds but not infinitives.

He *enjoys studying* English.

I *finished reading* the lesson.

He *has stopped trying* to be first.

In the sentences below supply the gerund form of the verb shown in parentheses.

1. I am considering (take) a trip to Canada next summer.
2. I enjoy : (study) with Miss Smith.
3. Mr. Smith stopped (go) to his English class.
4. Do you mind (wait) a few minutes in the hall?
5. We are considering (buy) an automobile.
6. Did you enjoy (travel) through Canada last summer?
7. Ask that salesman whether he minds (come) back this afternoon.
8. Mr. Smith enjoys (listen) to the radio.
9. Mr. Smith and Mr. Jones have stopped (talk) to each other.
10. They are considering (hold) the classes in the evening instead of the morning.
11. We will appreciate (receive) an answer immediately.
12. They have finished (paint) our apartment at last.
13. Mr. Smith was driving fast and couldn't avoid (hit) the other car.
14. John denied (take) the book.
15. You shouldn't risk (go) out if you have a cold.
16. He admitted (make) the mistake after we questioned him for a long time.

GERUNDS

(Continued)

Gerunds are used after all prepositions in English except *to* when it is part of the infinitive.

John is fond of *dancing*.

He needs more practice in *speaking* English.

She is afraid of *failing*.

We use gerunds after the expressions *to be worth* and *no use*.

That movie is *worth seeing*.

There is *no use calling* him at this hour.

a. In the following sentences supply the gerund of the verb in parentheses. Whenever necessary, introduce the required preposition.

1. Were you successful (see) Mr. Smith?
2. Is Mary fond.....(swim)?
3. He needs much more drill(spell).
4. There's no use (telephone) Mr. Smith. He's not at home now.
5. There is little chance. (see) him today.
6. That salesman has left. He got tired (wait) for Mr. Smith.
7. That book is well worth (read).
8. He was prevented (finish) his work by his illness.
9. It is a question. (find) the right man for the position.
10. Mr. Smith always takes great pleasure (help) others.
11. Do you think that lecture is worth (attend)?
12. Mr. and Mrs. Smith are thinking (move) to Brooklyn.
13. He insisted (help) me with the report.
14. He has had very little experience (teach).
15. Mr. Smith spoke this morning (start) a new class.
16. He has no intention (leave) the class at this time.

GERUNDS

(Continued)

-
17. We are all looking forward
week. (see) Mr. Jones next
18. Is there any possibility
morning? (see) Mr. Smith this
- b. *Using a gerund construction, complete the following sentences in your own words.*
1. She is not interested in
(She is not interested in learning to speak English.)
 2. We both enjoy
 3. We went straight home instead of
 4. I don't feel like
 5. He has no intention of
 6. Do you think that book is worth ?
 7. We congratulated him on
 8. Do you mind ?
 9. He is tired of
 10. He left suddenly without
 11. Thank you for
 12. He insisted upon
 13. The driver couldn't afford
 14. We are considering
 15. He says he doesn't feel like
 16. They have stopped
 17. There is little chance of
 18. He hasn't had any experience in
 19. You can't blame him for
 20. We all need more practice in
 21. We finally succeeded in
 22. They are thinking of
 23. They are both very fond of
 24. In the middle of our discussion, the man suddenly burst out

GERUNDS AND INFINITIVES

Certain verbs can be followed by either gerunds or infinitives. Some of these verbs are *start, begin, continue, like, neglect, hate, cease, love, prefer, intend*.

He has *begun to take* English lessons.

He has *begun taking* English lessons.

He will *continue to study* in that class.

He will *continue studying* in that class.

a. Complete each of the following sentences with a gerund.

1. John intends (take) three English lessons a week.
2. He likes (take) lessons from Miss Smith.
3. I neglected (speak) to Mr. Reese about that report.
4. They prefer (meet) at five o'clock instead of at six.
5. John will start (work) in that department next week.
6. But he will continue (take) frequent trips to Chicago.
7. Mary loves (work) for Mr. Harris.
8. He intends (leave) on the fifteenth.
9. He hates (leave) New York.
10. When will Mr. Smith start (come) to class?
11. Mary likes (study) in the fourth grade.
12. Mr. Smith prefers (take) private lessons.
13. We hope to begin (increase) our sales in the spring.
14. All nations are continuing (build) up their armies.
15. Mary hates (do) secretarial work.
16. They have finally ceased (make) false accusations against us.

b. Complete each of the above sentences with an infinitive.

FUTURE PERFECT TENSE

We form the future perfect tense with *will have* and the past participle of the main verb.

I will have worked
you will have worked
he will have worked
she will have worked
it will have worked

we will have worked
you will have worked
they will have worked

The future perfect tense describes an action that will be a past and complete action at a certain point in the future.

By next September I *will have worked* here thirty years.

We *will have finished* this book in June.

Complete the following sentences with the future perfect form of the verbs in parentheses.

1. I am sure they..... (complete) the new road by June.
2. He says that before he leaves he..... (see) every show in town.
3. If you don't make a note of that appointment, you..... (forget) it by next week.
4. By this time next month, all the roses..... (die).
5. By January first, all our work for the year..... been..... (finish) and our reports..... been..... (turn) in.
6. By the time you arrive, I..... (finish) reading your book.
7. I..... (be) in this country two years on next January 12.
8. By this time next year, you..... (forget) all your present troubles.
9. A century from now, wars, I hope,..... (become) a thing of the past.
10. Man, perhaps, by that time..... (learn) that it is better to cooperate than to fight.
11. If he hasn't begun to study yet, he certainly..... not..... (learn) all his lessons by tomorrow.
12. I hope that by this time next year a treaty of peace..... been..... (sign).
13. When you are my age, you..... (learn) much about the weaknesses of man.
14. A year from now he..... (take) his medical exams and begun to practice.

VERB TENSES (General Review)

a. Complete the following sentences with the correct tense of the verbs in parentheses.

1. Smith always (come) to class on time.
2. Mr. Jones (teach) us at present. He (substitute) for Mr. Reese, who is our regular teacher.
3. I (work) in my garden when you called me last night.
4. We (have) our examinations next week.
5. I (come) to work on the bus this morning.
6. As I (come) to work this morning, I (meet) a beggar who (ask) me for some money.
7. I (be) to Radio City several times.
8. Listen! I think the telephone (ring).
9. John said that he (see) that movie before.
10. I (read) that novel three or four times.
11. By this time next year, we (complete) all the exercises in this book.
12. Your telegram (come) just as I (leave) my house.
13. The sun (shine) brightly when I got up this morning.
14. Our class (begin) every morning at 8:30 and (end) at 10 o'clock.
15. We occasionally (go) to the movies on Sunday.
16. Listen! Someone (knock) at the door.
17. Up to now, nothing (hear) from the lost aviators.

VERB TENSES (General Review)

(Continued)

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18. John, who is now studying in the fourth grade,
(study) English for three years.
 19. Mary (study) French for a few months last year.
 20. My brother (come) to visit me next week.
 21. At seven o'clock, when you telephoned me, I (study)
my lesson.
 22. While we (drive) to Chicago, we (have)
two flat tires.
 23. John (jump) from his seat the minute the bell rang.
 24. When we got home we discovered that Mr. Smith
(come) and (leave).
 25. Mr. Smith (fall) as he (cross) the street.
 26. I saw that we (take) the wrong road.

b. *Complete the following sentences with the correct tense of the verbs in parentheses.*

1. On the stage there was a magician who (do) tricks
as we entered.
2. The newspaper states that the police (capture) the
kidnapper at last.
3. Look! I believe that is Colonel Evans who (cross)
the street.
4. I believe he usually (walk) down Madison Avenue
every morning at this time.
5. She said that she (leave) before the news came.
6. It seemed that John (improve) because I could see
that he (talk) more intelligibly.

VERB TENSES (General Review)

(Continued)

7. By March fifteenth, I (be) here one year.
8. He handed in the report which he (write).
9. John usually (study) very hard. In fact, whenever I (see) him he (study) something.
10. Have you any idea what she (do) when I (call) her tomorrow?
11. What you (do) when I called you last night?
12. Since when Harry (be) manager of this department?
13. He (be) appointed last June and (be) in charge ever since.
14. Where you (go) on your vacation next month?
15. He cooked the rabbit which he (shoot) previously in the woods.
16. The sun (shine) when I got up this morning, but by ten o'clock it (disappear) entirely behind the clouds.
17. The Civil War (begin) in 1861 and it (end) in 1865, but not before many thousands of men (meet) their deaths.
18. When we came in, John obviously (feel) the effects of the wine he (drink) with us earlier.
19. Friends who (tell) us the truth are often less appreciated than those who (flatter) us.
20. What did you do when you discovered that you (lose) your pocketbook?

POSITION OF ADVERBS

We usually place definite adverbs of time (*yesterday, last week, Monday*) at the end of a sentence.

I saw Miss Jones *yesterday*.

I intend to go to Chicago *next week*.

I met him there on *Wednesday*.

We usually place adverbs of frequency before the main verb, except *to be*. The following adverbs are adverbs of frequency: *often, usually, generally, ever, never, seldom, always, rarely*.

John *never* studied his lesson.

He *always* comes to his lesson late.

She is *often* late for class.

If the sentence contains an auxiliary verb, the adverb still goes before the *main* verb.

John has *always* been a good student.

He doesn't *usually* eat in the cafeteria.

In the sentences below place the indicated adverb in its proper position in the sentence.

1. I saw Mr. Smith in the cafeteria. (*yesterday*)
2. John has been a very careful workman. (*usually*)
3. He goes to Boston on business trips. (*often*)
4. He stayed with me. (*seldom*)
5. He bore his losses. (*cheerfully*)
6. She plays the piano. (*well*)
7. He is planning to visit us at our home. (*tonight*)
8. He has spoken to me. (*never*)
9. He prepares his lesson. (*carefully*)
10. He is late for class. (*always*)
11. He has prepared his lessons. (*always*)
12. He went for a walk in the park. (*on Sunday*)

POSITION OF ADVERBS

(Continued)

13. We go for a walk in the park on Sunday. (usually)
14. Do you go for a walk on Sunday? (ever)
15. I go for a walk on Sunday. (never)
16. I spoke to Mr. Smith about that matter. (on Tuesday)
17. He promised to give me an answer. (in the morning)
18. Have you visited Chicago? (ever)
19. Do you eat in the cafeteria? (usually)
20. Have you eaten in the cafeteria? (ever)
21. Have you finished writing your exercises? (yet)
22. I have spoken to him about that. (often)
23. Have you spoken to him about that? (ever)
24. Has he been late for his classes? (always)
25. I have been to Mt. Vernon, Washington's home. (never)
26. I have read that book. (twice)
27. I have read it. (never) Have you read it? (ever)
28. Mr. and Mrs. Smith visited Mt. Vernon, Washington's home.
(last week)
29. He is too busy to eat lunch. (often)
30. He is leaving for Chicago. (tomorrow)
31. Does he fail to prepare his homework? (sometimes)
32. Does he prepare his lessons? (generally)
33. Has he been negligent about his appearance? (always)
34. Nobody has a bad word to say about Smith. (ever)
35. He always does his work. (cheerfully)
36. He does his exercises. (rarely) (carefully)
37. He is going to leave for California. (tomorrow)
38. I met him yesterday. (there)

WORD ORDER

Word order is very important in English sentences. English relies heavily on word order to convey meaning. The normal word order for an English statement is *subject, verb, indirect object, direct object, adverbial modifiers*. Be careful not to separate a verb and its direct object with an adverbial modifier.

Wrong: I saw yesterday my friend.

Correct: I saw my friend yesterday.

Reconstruct the following sentences and put them into good English form.

1. He has been two years in this country.
2. He is studying now English at Columbia University.
3. He was so excited he hardly could think.
4. The light was so bright that we had to cover from time to time our eyes.
5. John said that he had had already three drinks.
6. I even didn't know that it was John who was calling me.
7. Is it correct that in English you must keep always the tongue high in the mouth?
8. In European languages we keep more the tongue in the bottom of the mouth.
9. He comes sometimes to our house for the lesson, and I go sometimes to his.
10. I used to like very well the theater, but now I go every night to the movies.
11. Of course, always I speak German with my family and friends.
12. He is studying now French as well as English.
13. He has been two years here, or perhaps it is more even than that.
14. It was so cold that summer that we had to wear now and then our overcoats.
15. I have every day to write many letters in English.
16. He said that he had seen already that movie.
17. He comes seldom to the lesson on time.
18. He gave me this morning your message.
19. Please read slowly the whole sentence.
20. We went last night to the theater.

STILL/ANYMORE

Still means "even up to the present time." It indicates some continuing action. *Still* usually comes before the main verb.

He is *still* working in that office.

They *still* live in that house.

Anymore indicates that an action that went on in the past has been discontinued. We usually place *anymore* at the end of a negative sentence.

He isn't working in that office *anymore*.

They don't live in that house *anymore*.

a. Complete the following sentences with *still* or *anymore*.

1. He doesn't study in this class .
2. She is working as a clerk in Burdine's.
3. He is teaching English in that same school.
4. Helen is the best student in the class.
5. John is not the best student in the class .
6. We never see you at the school dances .
7. They don't live near us .
8. I seldom see George .
9. We are good friends, although I rarely see them .
10. Do they spend each summer in Mexico City?
11. He thinks that he is the best teacher in the department.
12. Dr. Jones is not our doctor. .
13. I think that Helen is the most attractive girl in the whole school.
14. They are bitter enemies, although there is no reason for them to feel as they do. .

b. Change the following sentences from affirmative to negative.

1. We are still good friends.
(We are not good friends anymore.)
2. He is still president of the club.
3. They still live on State Street.
4. They still visit each other regularly.
5. He is still in love with her.
6. They are still living in Caracas.
7. We still see them at the club on Saturday night.
8. It is still raining.

DIRECT AND INDIRECT SPEECH

In a direct quotation, we give the words of the speaker exactly as he has spoken them.

John said, "I am going away on Wednesday."

When we wish to report someone's words indirectly, we must change all pronouns to agree with the new sentence. If *to say* is in the past tense, we must follow the usual sequence of tenses (see page 94).

John said that he was going away on Wednesday.

Change the following sentences from direct to indirect speech.

1. He said, "I will be here at noon."
(He said that he would be here at noon.)
2. Mary said, "The train will probably arrive on time."
3. He said, "I have to finish this report by five o'clock."
4. The doctor said, "Mr. Smith will improve quickly."
5. William said* to me, "I am leaving in the morning."
6. The teacher said, "Everyone has to write a composition."
7. John said, "I saw that movie on Wednesday."
8. Helen said, "I have read that book."
9. Mary said to John, "I cannot go to the movie with you."
10. John said, "I have finished studying my lesson."
11. Mary remarked, "John speaks English well."
12. William said to me, "I will not see Mr. Jones until Tuesday."
13. Mr. Smith said, "I will refuse their offer."
14. John said, "I certainly hope it won't rain tomorrow."
15. Henry said, "I can meet them later."
16. The boy said, "I am only eight years old."
17. She said to me, "The lights have gone out."
18. The man said, "The telephone is out of order."
19. He said, "I will never speak to her again."
20. I said to the clerk clearly, "I have already paid that bill."

**Say to* is often converted to *tell* in indirect speech. (William said to me that he was leaving in the morning. William told me that he was leaving in the morning.)

INDIRECT SPEECH (Questions)

When we report a question in indirect speech, we express the original question in statement form.

Direct: John asked, "Where *does Mary live?*"

Indirect: John asked where Mary *lived*.

If the question is not introduced by some question word like *why*, *where*, or *when*, we must introduce it in indirect speech by *whether* or *if*.

John asked, "Does Mary live near here?"

John asked *whether* Mary lived near here.

John asked *if* Mary lived near here.

a. *Change the following sentences to indirect speech.*

1. I asked the clerk, "How much does this cost?"
2. Mr. Smith asked me, "Where are you going?"
3. Mary asked, "Are you going to eat in the cafeteria?"
4. John asked, "Did you mail that letter for me?"
5. Mr. Smith asked me, "Where are you going on your vacation?"
6. I asked her, "Do you like my new hat?"
7. He asked me, "How are you today?"
8. I asked the storekeeper, "What is the price of this tie?"
9. She asked me, "When will you get back from your trip?"
10. He asked her, "What time is it?"
11. The traveler asked, "How long does it take to get to Chicago?"
12. Then he asked, "Does it take longer to go by bus or by train?"
13. He asked me, "What time is it?"
14. He asked me, "How long have you studied English?"

INDIRECT SPEECH (Questions)

(Continued)

b. Choose the correct form.

1. She asked me where (was I, I was) going.
2. I don't know what (is his name, his name is).
3. Ask him what time (is it, it is).
4. He wants to know where (she lives, does she live).
5. He asked me how much (did my car cost, my car cost).
6. I don't know where (did he put, he put) those magazines.
7. He wants to know where (do we have, we have) our English lesson.
8. I wonder what time (it is, is it).
9. Ask him how old (is he, he is).
10. He asked me how old (was I, I was).
11. Find out where (does she live, she lives).
12. I asked her where (she lived, did she live).
13. We asked her whether (was she, she was) married.
14. He asked me how long (had I studied, I had studied) English.
15. He didn't say where (he was, was he) going.
16. Ask him where (is Helen, Helen is).
17. I forgot where (did I put, I put) it.
18. I don't know where (does he live, he lives).
19. He asked me when (I would, would I) return.
20. She asked me where (was I, I was) going.
21. I asked him what time (could he, he could) meet us.
22. The teacher asked me why (was I, I was) late for class.

INDIRECT SPEECH (Questions)

(Continued)

c. Change each of the following questions to an indirect statement. Begin each one with the words given after it in parentheses.

1. Where is the director's office? (I don't know .)
2. Where did Miss Smith go? (He wants to know .)
3. What time is it? (I wonder .)
4. In which file is the letter? (Mr. Jones wants to know .)
5. How much does this cost? (I would like to know .)
6. How is he getting along? (The director wants to know .)
7. When is he leaving for the coast? (No one seems to know .)
8. When will Mr. Smith get back? (He asked me .)
9. What is the price of this book? (She said she didn't know .)
10. Where is he? (Do you know .?)
11. Did he finish his examination? (The teacher asked .)
12. Does he live in Brooklyn? (Ask him .)
13. Where did you put it? (I forget .)
14. What does it mean? (I asked him .)
15. Where is she going? (I don't know .)
16. What time is he coming back? (He didn't tell me .)
17. Where is it? (I haven't any idea .)
18. Did she take it with her? (I really don't know .)
19. How well does she speak English? (He wants to know .)
20. Is he coming back today? (I'm not sure .)
21. Where is he going? (He didn't tell anyone .)
22. Did he return the book? (I don't know .)

INDIRECT SPEECH (Commands)

We express order or commands in indirect speech by using the infinitive form.

He said to me, "Come back later."

He told me *to come* back later.

She said to me, "Don't wait for me."

She told me *not to wait* for her.

a. *Change the following sentences from direct to indirect speech.*

1. John said to me, "Wait five minutes for me."
2. The teacher said to us, "Don't make so much noise."
3. He told me, "Try to come on time."
4. He begged us, "Please send me some money at once."
5. He asked us, "Please sit down for a few minutes."
6. She said to me, "Don't forget what I have told you."
7. The teacher asked us, "Please be more careful when you write your compositions."
8. He said to me angrily, "Don't make the same mistake again."
9. The doctor said, "Come back again tomorrow."
10. I said to him, "Don't call me again at this late hour."
11. He begged me, "Please don't mention this to Helen."
12. I said to the boy, "Put the package inside the door."
13. The teacher said to us, "Write your compositions in ink."
14. I said to him, "Don't ever try that same trick again."

b. *Give in indirect speech what the teacher told you to do.*

1. Wait outside in the hall.
(The teacher told me to wait outside in the hall.)
2. Stay after class.
3. Don't make so much noise.
4. Look out the window but don't open it.
5. Stop talking to Anna.
6. Sit up straight in your seat.
7. Be quiet while I am talking.
8. Pay more attention to what I say.

INDIRECT SPEECH (Review)

Change the following sentences to indirect speech.

1. He said,

"The students need more practice in speaking."

"These exercises are difficult for me."

"I don't feel well."

"Nobody can do that work as well as Mary."

"I'll be back soon."

"I may be a few minutes late."

"I have already seen that movie."

2. He asked me,

"Where does that girl live?"

"How old are you?"

"What time is it?"

"Where are you going?"

"How long have you studied English?"

"Do you like to study English?"

3. I don't know,

"Where does she live?"

"What time is it?"

"Where did John go?"

"Does Helen speak English well?"

"How long has she been studying English?"

"What is her first name?"

4. I said to him,

"Wait outside for me."

"Come back in an hour."

"Don't mention this to anyone."

"Do me a favor and come back later."

"Don't go by bus."

SHOULD/UGHT TO

Should and *ought to* express obligation. They have the same meaning and can be used interchangeably. *Should* is more common than *ought to*.

He *should* spend more time on his homework.

He *ought to* spend more time on his homework.

You *should not* smoke so much.

You *ought not to* smoke so much.

a. Complete the following sentences with *should*.

1. He.....(try) to come to class on time.
2. They.....not (make) so much noise.
3. I.....(spend) more time on my English.
4. He.....not (smoke) so much.
5. You.....(learn) as many new words as possible.
6. You.....(ask) permission before doing it.
7. He.....(take) more physical exercise.
8. You really.....(go) and see a doctor.
9. Someone.....(tell) him all about it.
10. No one.....(spend) as much money as she does.
11. He.....not (waste) so much time on unimportant details.
12. I.....(write) them a letter but I don't have anything to say.
13. You.....not (work) so hard.
14. You.....(rest) more and try to build up.
15. We.....(pay) more attention to what the teacher says.

b. Complete the sentences above with *ought to*.

SHOULD/UGHT TO (Past Form)

We form the past tense of *should* and *ought to* with *have* and the past participle of the main verb.

You should study more.

You *should have studied* more.

He ought to finish his work.

He *ought to have finished* his work.

Note that the past tense forms of *should* and *ought to* have a negative force: they indicate that something was not done.

a. Change the following sentences to past time.

1. He should study more before his examination.
(He should have studied more before his examination.)
2. You should go to the beach with us.
3. She ought to prepare her work more carefully.
4. You should write your exercises in ink.
5. You ought not to say such things to him.
6. We ought to telephone him.
7. You should visit Mexico.
8. She ought to be put in the elementary class.
9. The letter should be sent airmail.
10. You should speak to them in English.
11. They ought to have a dog to protect the place.
12. He should tell her about it.
13. You should pay more attention to the grammar rules.
14. We should go to the beach instead of spending all day at home.
15. You ought to put some money in the bank each week.
16. You shouldn't be so generous with your money.

SHOULD/UGHT TO (Past Form)

(Continued)

b. *Using the past form of should, complete the following sentences in your own words.*

1. John went to the movie last night but he
(John went to the movie last night but he should have stayed at home and prepared his lessons.)
2. You waited for me on the corner of 33rd Street but you
3. He sent the letter by regular mail but he
4. She came at eight o'clock but she
5. I went to Pennsylvania Station to meet them but I
6. He gave Helen the money but he
7. He spoke to them in English but he
8. He took a business course in college but he
9. You prepared Lesson 10 but you
10. You wrote your composition in pencil but
11. She put the letter on Mr. Smith's desk but
12. We drove to New York but we
13. He went into business with his father but
14. They spent their entire vacation in Mexico City but they
15. I called him at his office but I
16. He invested all his money in stocks but he
17. She gave the message to Mr. Smith but she
18. He spent all his money on a new car but he

c. *Repeat the exercise above using the past form of ought to.*

1. John went to the movies last night but he
(John went to the movies last night but he ought to have stayed at home and prepared his lessons.)

CONDITIONAL SENTENCES (Future-Possible)

A conditional sentence has two clauses, a dependent clause beginning with *if* and a main clause.

If you study, you will pass your exam.

In a future-possible conditional sentence, the dependent clause is in the present tense and the main clause is in the future tense.

If I *have* enough money, I *will fly* to California.

Supply the form of the verb in parentheses to make future-possible conditions.

1. If John studies hard, he (pass) his examinations.
2. If I finish my work in time, I (go) to the ball game.
3. If I see Henry, I (give) him your message.
4. If he works hard, he naturally (succeed).
5. If you don't hurry, we (be) late for class.
6. If he tries hard, he (find) a job somewhere.
7. If he fails the test, he (have) to repeat the course.
8. If the weather is nice tomorrow, we (go) to the beach.
9. If he arrives on time, I (speak) with him.
10. If I have time tomorrow, I (go) shopping with you.

-
1. If I (find) the book, I will give it to you.
 2. If the weather (be) warm, we will go to the park tomorrow.
 3. If you (turn) out the light, we will be in the dark.
 4. If you (save) your money, you will be able to go on a vacation.
 5. If you (drive) slowly, you won't have any accidents.
 6. If John (call), I will speak to him.
 7. If you (learn) how to swim, you can go with us to the beach on Sundays.
 8. If you (go) to Mexico, you will be able to practice your Spanish.
 9. If the train (be) late, we won't be able to see them.
 10. If you (study) hard, you can easily pass your examinations.

CONDITIONAL SENTENCES (Present-Unreal)

In a present-unreal conditional sentence, the dependent clause is in the past tense and the main clause uses *would*, *should*, *could*, or *might*.

If you *studied*, you *would pass* your exam.

If I *had* enough money, I *would fly* to California.

Supply the form of the verb in parentheses to make present-unreal conditions.

1. If I knew her well, I _____ (speak) to her.
2. If he attended class regularly, he _____ (make) good progress.
3. If we had the money, we _____ (take) a trip to South America.
4. If he went to bed earlier, he _____ not _____ (feel) so tired.
5. If he drove more carefully, he _____ (have) fewer accidents.
6. If he paid his debts, people _____ (respect) him more.
7. If I knew English better, I _____ (read) some English novels.
8. If he prepared his homework every night, he _____ (get) better grades.

-
1. If I _____ (own) an automobile, I would take a trip to California.
 2. If she _____ (work) harder, she would probably get a better salary.
 3. If I _____ (know) how to drive, I would buy a car.
 4. If he _____ (know) more grammar, he would make fewer mistakes.
 5. If he _____ not _____ (waste) so much time in class, he would make better progress.
 6. If we _____ (leave) right away, we could be there in an hour.
 7. If you _____ (take) the noon train, you would get there about four o'clock.
 8. If I _____ not _____ (have) to work today, I would go to the beach with you.

CONDITIONAL SENTENCES (Present-Unreal)

(Continued)

Dependent clauses of present-unreal conditional sentences use the past tense of all verbs except *to be*. *To be* uses *were* in all persons in these clauses.

I were	we were
you were	you were
he were	they were
she were	
it were	

If I *were* you, I would study.

If he *were* here, he could answer your question.

Supply the form of the verb in parentheses to make present-unreal conditions.

1. If I (be) you, I wouldn't mention it to her.
2. If today (be) Saturday, I would not have to work.
3. If I (be) in your position, I would think twice before doing that.
4. If today (be) a holiday, we could go to the beach.
5. If the weather (be) not so hot, I am sure she would feel better.
6. If John (be) here, he would help us with this work.
7. If you (be) a millionaire, how would you spend your time?

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1. If George were here with us, I (feel) more comfortable.
 2. If they were really poor, they not (be) able to live as they do.
 3. If I were in New York now, I (go) to some of the summer concerts.
 4. If Helen were here, she (know) what to do.
 5. If I were you, I (tell) everyone the truth about the matter.
 6. If I were a millionaire, I (live) on the French Riviera.
 7. If he were more ambitious, he (try) to find a better job.

CONDITIONAL SENTENCES (Past-Unreal)

In a past-unreal conditional sentence, the dependent clause is in the past perfect tense and the main clause uses *would have*, *should have*, *could have*, or *might have*.

If you *had studied*, you *would have passed* your exam.

If I *had had* enough money, I *would have flown* to California.

Supply the form of the verb in parentheses to make past-unreal conditions.

1. If he had studied more, he (pass) his examinations.
 2. If he had learned the truth, he (be) very angry.
 3. If I had known that you needed me, I (come) at once.
 4. If they had invited us, naturally we (go) to the party.
 5. If you had worn your overcoat, you not (catch) cold.
 6. If I had had your address, I (write) to you.
 7. If yesterday had been a holiday, I (go) to the beach.
 8. If you had asked me, I (help) you.
-

1. If I (know) about this yesterday, I would have worried all day long.
2. If the weather (be) nice yesterday, we would have gone to the beach.
3. I would have looked you up if I (know) you were living in New York.
4. I wouldn't have got wet if I (wear) a raincoat.
5. If he (study) more, he would have gotten better grades.
6. If I (receive) your message, I would have come at once.
7. If you (tell) her the truth, perhaps she wouldn't have been so angry.
8. If I (have) the time yesterday, I would have gone shopping with you.

CONDITIONAL SENTENCES (Review)

a. *Change the following sentences to present-unreal conditions.*

1. If John comes, he will help us.
(If John came, he would help us.)
2. If she studies hard, she will pass her examinations.
3. If I have the money, I will buy a new car.
4. If I see her, I will give her your message.
5. If you turn out the lights, we will be in the dark.
6. If she saves her money, she will be able to go on a vacation.
7. If the weather is nice, we will go to the beach.
8. If he has time, he will go with us.
9. If they work hard, they will learn English.
10. If you go to Mexico, you will have a lot of practice in speaking Spanish.
11. If John is present, the party will be a success.
12. If we hurry, we can get there by two o'clock.
13. If he works hard, he may get a better job.
14. If I don't have to study, I will go to the movie with you.
15. If they invite me, I will go with them.
16. If it rains, we won't go.
17. If they lend me the money, I will be able to go into business right away.
18. If I feel better, I will go with you.
19. If I am not busy, I will be glad to accompany you.

b. *Change the sentences above to past-unreal conditions.*

1. If John comes, he will help us.
(If John had come, he would have helped us.)

CONDITIONAL SENTENCES (Review)

(Continued)

c. Complete each of the following conditional sentences in your own words.

(Present-Unreal Conditions)

1. I don't have a car, but if *I had one I would drive to California on my vacation.*
2. I am not in Florida now, but if I
3. I don't like to swim, but if I
4. I haven't enough money to buy a new car, but if I
5. I can't type well, but if I
6. I am not in your position, but if I
7. I cannot speak English perfectly, but if I
8. I don't know how to play the piano, but if I
9. He doesn't have much free time, but if he
10. He never does his homework, but if he
11. I am not a millionaire, but if I
12. Today isn't a holiday, but if it

(Past-Unreal Conditions)

1. He didn't prepare his lessons, but if *he had prepared his lessons, he would have passed his examinations.*
2. I didn't know his name, but if I
3. I didn't have a car last winter, but if I
4. I didn't know your telephone number, but if I
5. John didn't study before taking his examination, but if he

CONDITIONAL SENTENCES (Review)

(Continued)

6. I couldn't afford to take a vacation last summer, but if I
 7. I wasn't in her position, but if I
 8. I couldn't speak English at that time, but if I
 9. He didn't study English before he came here, but if he
 10. He didn't come to class on time, but if he
 11. He didn't wear his overcoat, but if he
 12. There was no doctor present at the time of the accident, but if there
- d. *In your own words, what would you do or what would happen....*
- if you never prepared your homework?
(If I never prepared my homework, I would fail all my examinations.)
 - if you came late to class every day?
 - if you found a large sum of money in the street?
 - if you were impolite to the teacher?
 - if you lost your purse or wallet?
 - if you found someone else's purse or wallet?
 - if you failed all your examinations?
 - if today were a holiday?
 - if you knew English perfectly?
 - if you were a millionaire?
 - if you were ten years younger than you are?
 - if you had a lot of free time?

CONDITIONAL SENTENCES (Review)

(Continued)

e. *In your own words, what would you have done or what would have happened. . . .*

if you had come to class late?

(If I had come to class late, the teacher would have been angry.)

if yesterday had been a holiday?

if you had failed all your examinations last semester?

if you had overslept this morning?

if yesterday had been your birthday?

if you had missed the bus this morning?

if you had lost your purse or wallet on your way to school this morning?

if it had been raining when you left home this morning?

if yesterday had been Sunday?

if you had lost your English book on your way to school?

f. *Complete the following conditional sentences with the proper form of the verbs in parentheses.*

1. If I were you, I (tell) him the truth.

2. If I had been in your place, I (say) this.

3. I would not have gone if I (know) it was going to rain.

4. If you had called me, I (be) glad to meet you.

5. If it rains next Sunday, I (stay) at home.

6. I will call you next week if I (want) a lesson.

7. I (like) to study Spanish if I had the time.

8. I will go to the seashore next Sunday if the weather (be) nice.

CONDITIONAL SENTENCES (Review)

(Continued)

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9. If he had told me the truth, I _____ not _____ (punish) him.
10. If he had been driving fast, it _____ (be) a more serious accident.
11. If I had worn my overcoat, I _____ not _____ (catch) cold.
12. I would not have gone if I _____ (know) it would cost so much.
13. If I were you, I _____ not (work) so hard. I _____ (be) more careful of my health.
14. If the weather is nice next Saturday, I _____ (play) tennis.
15. If I had gone out in the rain, I _____ (catch) cold.
16. I would have visited you if I _____ (know) you were living in New York.

g. Complete the following conditional sentences by supplying words of your own.

1. If I were you, I _____ .
2. If John had studied harder, he _____ .
3. I would have gone to Philadelphia if _____ .
4. I will drive to the country Sunday if _____ .
5. If I had been in your place, I _____ .
6. If Mary works hard, she _____ .
7. If you had asked me, I _____ .
8. I would gladly have lent you the money if _____ .
9. If I had the time, I _____ .
10. If I had known it was going to rain, I _____ .
11. If it doesn't rain next Sunday, we _____ .
12. If I had been in your position, I _____ .

Present Tense After IF, WHEN, UNTIL, etc.

We learned on page 41 that when dependent clauses introduced by *if* describe a future condition, they take the present tense. Similarly, when dependent clauses introduced by *until*, *when*, *as soon as*, *before*, *unless*, *as long as*, and *while* describe a future condition, they also take the present tense.

If it rains, we will go inside.

When it rains, we will go inside.

As soon as it rains, we will go inside.

We will stay outside until it rains.

Supply the proper form of the verbs in parentheses.

1. If the telephone (ring) while I am out, please answer it.
2. If the weather (be) nice next Sunday, we will go to the seashore.
3. If the men (go) on strike, production will be greatly reduced.
4. Keep an eye on my bag while I (get) my ticket.
5. Please call me as soon as you (get) back from your trip.
6. I won't go unless he (invite) me.
7. If the river (rise) much higher, there will be a flood.
8. Don't leave until I (call) you.
9. If it (rain) next Saturday, I may have to cancel my trip.
10. When the weather (get) warmer, we can go swimming.
11. I plan to wait here until the mail (arrive).
12. If you not (arrive) on time, you will not get a seat.
13. When you (see) the light turn red, be sure to stop your car.
14. If you (sit) in the sun too long, you may get sick.
15. Give him this report as soon as you (see) him.

WISH

Wish usually suggests a situation that is unreal or contrary to fact. After *wish* — as in unreal conditional statements — we use a past tense to suggest present action and a past perfect tense to suggest past action.

I wish John were here now. (Present)

I wish I had known about this yesterday. (Past)

The expressions *I wish you would* and *I wish you wouldn't* are used to express polite commands or requests.

I wish you would stay here.

I wish you wouldn't go home.

a. *Supply the correct form of the verbs in parentheses.*

1. I wish I (own) an automobile.
2. John wishes he (be) a mechanical engineer.
3. I wish I (go) to the movie with you last night.
4. I wish I (have) today off. I'd go swimming.
5. I wish I (have) yesterday off. I'd have gone swimming.
6. I wish I (be) in Florida now.
7. I wish you (live) nearer me.
8. I wish that, for just a day, I (be) President of the United States.
9. I wish I (can) help you but I can't.
10. I wish, when a boy, I (study) Latin instead of Greek.
11. Mary wishes she (can) drive a car.
12. I wish I not (spend) so much money yesterday.
13. I wish it (be) possible for me to help you.
14. I wish the weather (be) warm so we could go swimming.

b. *Begin these imperative sentences with I wish you would or I wish you wouldn't, thus making them more polite.*

1. Come back in an hour.
2. Miss Smith, type this letter right away.
3. Write your exercises in ink.
4. Don't write your compositions in pencil.
5. Help me with this problem.
6. Wait a few minutes.

TOO/SO

In order to avoid repetition of earlier words or phrases, we use *too* or *so* and an appropriate auxiliary verb.

He speaks English and she speaks English.

He speaks English and she *does too*.

He speaks English and *so does* she.

I went to New York and John went to New York.

I went to New York and John *did too*.

I went to New York and *so did* John.

a. *Shorten the following sentences by using a verb phrase with too.*

1. He wants to go there and she wants to go there.
(He wants to go there and she *does too*.)
2. Mary left right after lunch and John left right after lunch.
3. She is going to the concert and I am going to the concert.
4. John will be here at ten o'clock and I will be here at ten o'clock.
5. My watch is fast and your watch is fast.
6. She wanted to go to a movie and I wanted to go to a movie.
7. She is making good progress and her brother is making good progress.
8. Smith has gone back to Europe and his wife has gone back to Europe.
9. Jones was arrested and his assistant was arrested.
10. He saw the accident and I saw the accident.
11. John liked the movie and I liked the movie.
12. Helen will be there and her sister will be there.
13. We go to the beach every weekend and they go to the beach every weekend.
14. He can speak French and she can speak French.
15. I have had lunch and Mary has had lunch.

b. *Shorten the sentences above by using a verb phrase with so.*

1. He wants to go there and she wants to go there.
(He wants to go there and *so does* she.)

EITHER/NEITHER

We use *too* and *so* to avoid repetition in affirmative sentences; we use *either* and *neither* to avoid repetition in negative sentences.

He doesn't speak English and she *doesn't either*.

He doesn't speak English and *neither does* she.

I didn't go to New York and John *didn't either*.

I didn't go to New York and *neither did* John.

a. Shorten the following sentences by using a verb phrase with *either*.

1. He doesn't want to go and she doesn't want to go.
(He doesn't want to go and she doesn't either.)
2. Grace didn't like the movie and I didn't like the movie.
3. She won't be here and her sister won't be here.
4. She hasn't ever been in Europe and I haven't ever been in Europe.
5. He hadn't seen the movie and I hadn't seen the movie.
6. He would never say such a thing and I would never say such a thing.
7. She can't swim and I can't swim.
8. He doesn't know her well and I don't know her well.
9. Your watch isn't right and mine isn't right.
10. I don't like to dance and my wife doesn't like to dance.
11. Mr. Jones wasn't at the meeting and Mr. Reese wasn't at the meeting.
12. I couldn't hear the speaker and my companion couldn't hear the speaker.
13. You won't enjoy that movie and your wife won't enjoy that movie.
14. We don't have a television set and they don't have a television set.

b. Shorten the sentences above by using a verb phrase with *neither*.

(He doesn't want to go and neither does she.)

1. He doesn't want to go and she doesn't want to go.

AUXILIARY VERBS

In sentences describing two opposite situations, we avoid repetition with *but* and an appropriate auxiliary.

She liked the movie. I didn't like the movie.

She liked the movie *but I didn't*.

He doesn't speak English. His wife speaks English.

He doesn't speak English *but his wife does*.

a. Complete the following sentences by adding the necessary auxiliary verb.

1. She dances well but her sister.....
2. I know how to swim but Helen
3. She can speak French but her husband.....
4. I'll be there but Jimmy.....
5. They didn't like the movie but we.....
6. He agrees with you but I.....
7. George used to be the best student in the class but now Ralph.....
8. At first I didn't like the new teacher but now I.....
9. Henry won't be able to attend the meeting but George.....
10. I have never been in Mexico but my wife.....
11. Henry has seen the movie but I.....
12. He enjoys living in Florida but his wife.....
13. She knows how to swim but her friend.....
14. She is a serious student but her sister.....
15. My wife likes to watch television but I.....
16. They are going to the beach but I.....
17. They don't have classes tomorrow but we.....
18. He knows her but I.....
19. She likes to study languages but I.....
20. She is good at languages but I.....

AUXILIARY VERBS

(Continued)

b. Complete the following sentences with the necessary auxiliary verb.

1. Mary isn't going to the party, but I
2. John said he didn't take the book, but I'm sure he
3. Mary will go and so John.
4. John speaks French and so Mary.
5. Mary isn't going to the party and neither John.
6. Mr. Smith didn't attend the meeting, but Mr. Jones
7. Mr. Smith doesn't want to go and neither I.
8. Mr. Jones has gone away and so Mr. Smith.
9. John studied his lesson, but I
10. Mary went to the movies last night and I too.
11. John will be in class tomorrow and so Mary.
12. John will be in class and Mary too.
13. She won't go, but I
14. Mr. Smith didn't attend the meeting, and I either.
15. Mr. Smith can speak English, but his wife
16. Mr. Jones can't speak English and neither his wife.
17. At first he thought he couldn't go, but now he thinks he
18. John says he won't go, but, if we coax him, I'm sure he
19. At first I didn't like living in New York, but now I
20. My wife likes living in Brooklyn, but I
21. I knew John wouldn't come, but I thought Mary
22. At first William was the best student in the class, but now Mary
23. I can't swim and she either.
24. She says she knows him well, but I don't think she
25. He can't go but I
26. She isn't a good driver and he either.

NEGATIVE QUESTIONS

We usually form negative questions by placing the contraction of *to be* or an auxiliary verb and *not* before the subject.

Isn't she here today?

Didn't John see her?

Why didn't you tell me?

a. *Using contracted forms only, change the following sentences to questions.*

1. Mary didn't attend the meeting.
(Didn't Mary attend the meeting?)
2. William isn't taking English lessons now.
3. Helen won't be in class tomorrow.
4. She won't be here on Thursday either.
5. William did not take his examination yesterday.
6. Mary does not like to study in the morning.
7. They don't like to come to class so early.
8. They aren't going to the movies tonight.
9. Mr. Smith didn't come to class yesterday.
10. He won't be here on Thursday.
11. He doesn't like to read aloud.
12. John hasn't delivered the mail yet.
13. Mr. Smith doesn't like New York.
14. John and Mary aren't going to Washington.
15. You didn't speak to him.

b. *Change the sentences above to questions beginning with why.*

1. Mary didn't attend the meeting.
(Why didn't Mary attend the meeting?)

SUBJECT QUESTIONS

We form subject questions by substituting *who*, *what*, or *which* for the subject of a sentence.

John lives here.

Who lives here?

The book is on the desk.

What is on the desk?

We also form subject questions by substituting *which* for the modifiers of the subject.

The blue car is his.

Which car is his?

Change the following sentences to questions beginning with the question words in parentheses.

1. Grace broke the dish. (Who)
(Who broke the dish?)
2. February comes before March. (Which month)
3. Coffee is the chief export of Brazil. (What)
4. John drove the car. (Who)
5. His carelessness was the cause of the accident. (What)
6. The red umbrella belongs to her. (Which umbrella)
7. The black notebook is hers. (Which notebook)
8. Bus Number 5 goes to Grand Central Station. (Which bus)
9. Mr. and Mrs. Jones live next door to them. (Who)
10. Mexico lies south of the United States. (Which country)
11. John is the best student in the class. (Who)
12. Decreased demand causes a fall in prices. (What)
13. Grace has your book. (Who)
14. The Atlantic Ocean lies east of the United States. (What ocean)
15. George won first prize in the contest. (Who)

MUST HAVE/MAY HAVE

Must have indicates a strong probability that something happened in the past. *May have* indicates a possibility that something happened in the past. Both are followed by the past participle of the main verb.

Mr. Smith *must have gone* home. (He probably went home.)

Mr. Smith *may have gone* home. (It is possible that he went home.)

a. Supply *must have* in the following sentences.

1. I cannot find my book. I (leave) it in the bus.
2. She (take) the magazine with her. It is not here.
3. They don't answer their telephone. They (go) away somewhere.
4. John (study) hard before his examination.
5. She speaks English beautifully. She (study) a long time.
6. One of the servants (take) the money.
7. The car been (steal) by a professional car thief.
8. You (work) fast in order to finish all of those exercises so quickly.
9. Someone (tell) them what we were planning to do.
10. He (come) by taxi.

b. Supply *may have* in the following sentences.

1. She (take) the book by mistake.
2. They (telephone) while you were out.
3. I (leave) my keys at home or I (lose) them somewhere. I'm not sure.
4. They (be) wealthy at one time, but I doubt it.
5. They think now that the jewels (steal) by one of the servants.
6. The storm (delay) the plane.
7. It (be) John or it (be) Mary who told them about it.
8. I don't know where Helen is. She (go) home.

MUST HAVE/MAY HAVE

(Continued)

c. *Using must have, complete each of these sentences in your own words.*

1. They don't answer their phone; they
(Example: They don't answer their phone; they must have gone away on their vacation.)
2. I can't find my notebook; I
3. William got very good marks on his examinations; he
4. They seem to know a lot about Latin America; they
5. He speaks English very well; he
6. My umbrella has suddenly disappeared; Helen
7. He and Helen are not friends any more; they
8. John didn't attend the meeting last night; he
9. The streets are all wet; it
10. The robbery was carried out perfectly; someone in the company

d. *Answer each of the following questions using may have. Add I'm not sure at the end of your answer.*

1. Did John bring his car to school today?
(John may have brought his car to school today—I'm not sure.)
2. Did Professor Smith learn Spanish in South America?
3. Did Helen call while I was out?
4. Was Mr. Reese born in this country or Europe?
5. Did Mary and Helen have a quarrel?
6. Did he pass all his examinations?
7. Did Grace go shopping this afternoon?
8. Were they married in New York?
9. Did it rain during the night?
10. Did the New York Yankees win the World Series last year?

CAUSATIVE FORM

When we wish to show that we caused someone else to perform an action, we use an appropriate form of *to have* or *to get* and the past participle of the verb.

I often *have* my shoes *shined*.

I often *get* my shoes *shined*.

He *had* the work *done* by an expert.

He *got* the work *done* by an expert.

She always *has* her nails *manicured*.

She always *gets* her nails *manicured*.

a. Change to the causative form with have.

1. I cut my hair once a month.

(I have my hair cut once a month.)

2. We must paint our house soon.

3. I should shine my shoes.

4. I expect to repair my radio soon.

5. I mailed those letters yesterday.

6. My wife cleaned my clothes.

7. I have pressed my suit.

8. You ought to check the motor in your car before starting your trip.

9. I must sole my shoes and I must cut my hair.

10. She is going to manicure her nails.

11. I must repair my watch.

12. I pulled two teeth.

b. Add a past participle, plus your own words, to form sentences similar to those above.

1. We should have our house

2. I must get this watch

3. I had this suit

4. She had her portrait

5. I must go to the dentist and have my teeth

6. She has her nails

7. We have our grass

8. I explained that I wanted both dresses

9. I must get these shoes

10. Yesterday John had two teeth

11. They are going to have their house

12. You should have that rug

EXCLAMATORY SENTENCES

When we wish to emphasize a noun in an exclamatory sentence, we begin the sentence with *what*.

What a beautiful day!

What a pretty girl!

When we wish to emphasize an adjective or an adverb in an exclamatory sentence, we begin the sentence with *how*.

How tall she is!

How well he swims!

Change these sentences to exclamations by using What, What a, or How.

1. She plays the piano very well.
(How well she plays the piano!)
2. It is a beautiful day.
3. He is a handsome fellow.
4. They have learned English very quickly.
5. You have a beautiful new car.
6. Helen drives very well.
7. He has grown very tall.
8. Washington is a beautiful city.
9. She has good taste in everything.
10. They have a gorgeous home.
11. He is a lucky fellow to have such a good wife.
12. It is a hot day.
13. We are having beautiful weather now.
14. She looks very old.
15. It must have been a very interesting experience.
16. It was a very strange thing for him to say.

EMPHATIC SENTENCES

We use *do*, *does*, and *did* in affirmative statements to show emphasis or strong feeling. Note that we change the verb to the simple form.

She *does* know him.

I *did* call you.

We show emphasis in imperative statements with *do*.

Do sit down.

Do come back.

Change the italicized verbs to the emphatic form.

1. She *lives* in Brooklyn. I'm sure of it.
(She *does* live in Brooklyn. I'm sure of it.)
2. I *wrote* that letter. I am positive of it.
3. John *took* the book. He told me so.
4. But we *studied* that exercise.
5. You're mistaken. I *want* to learn English.
6. I *did* it yesterday.
7. *Call* me again sometime.
8. I maintain that she *lives* in Brooklyn.
9. John didn't visit me but he *called* me on the phone.
10. Columbus didn't reach the Indies but he *discovered* a new continent.
11. Maps were very poor then but they *showed* that the earth was round.
12. John doesn't study hard but he *attends* class regularly
13. I didn't go away on my vacation but I *had* a good rest.
14. *Bring* John with you the next time you come.
15. *Visit* us again sometime.
16. She really *seems* to enjoy her lessons.

POSITION OF PREPOSITIONS

In everyday conversation, we usually avoid beginning a question with a preposition. We usually put the preposition at the end of the sentence.

What are they looking *at*?

What country does he come *from*?

Supply the necessary prepositions at the end of these sentences.

1. What are they talking.....?
2. What are you thinking.....?
3. What country was he born.....?
4. Whom (who) do you wish to speak.....?
5. What kind of car are you looking.....?
6. Whom (who) does this book belong.....?
7. What are they going to use the money.....?
8. Which restaurant do you want to eat.....?
9. Which shop did she buy the dress.....?
10. Whom (who) was the book written.....?
11. Which hotel did he go.....?
12. Whom (who) did they sell their house.....?
13. Which magazine do you want to look.....?
14. What is the guide pointing.....?
15. Which room do you have your lesson.....?
16. Where did all that dirt come.....?
17. What are you smiling.....?

POSITION OF PREPOSITIONS

(Continued)

If a statement contains a relative pronoun that is the object of a preposition, we usually put the preposition at the end of the sentence or clause.

This is the book *which* I was talking *about*.

She is the clerk *whom* I spoke *to*.

We often drop the relative pronoun altogether.

This is the book I was talking *about*.

She is the clerk I spoke *to*.

a. *Change the preposition before the relative pronoun to the end of the sentence or clause.*

1. This is the book *about which* everyone is talking.
(This is the book *which* everyone is talking *about*.)
2. The man *to whom* you were speaking is Dr. Evans.
3. That is the store *in which* I lost my purse.
4. He is the kind of salesman *from whom* it is difficult to get away.
5. The person *to whom* you should speak is Miss Williams.
6. It is a subject *on which* we will never agree.
7. The thing *about which* they were arguing was really of little importance.
8. It is a place *in which* you will feel at home.
9. It was John *for whom* we had to wait so long.
10. It was Helen *from whom* he borrowed the money.
11. The room *in which* we study is on the second floor.
12. This is the street *on which* they live.
13. I finally found the book *for which* I was looking.
14. The students *with whom* she studies are mainly from South America.
15. The fellow *with whom* I roomed was from Chicago.

b. *Change the position of the preposition and drop the relative pronoun in the sentences above.*

1. This is the book *about which* everyone is talking.
(This is the book everyone is talking *about*.)

PUNCTUATION (Comma)

We use a comma to separate words, phrases, or clauses in a series.

We need books, pencils, and chairs.

We played tennis, took walks, and went swimming.

We use commas to set off days of the week, dates, addresses, and geographical names.

He lives in Chicago, Illinois.

It happened on Friday, October 9, 1970.

We use commas to set off parenthetical expressions, words in direct address, and appositives.

He was, to be sure, an excellent diplomat.

And so, my friends, you can see the results.

John Smith, our butcher, was hurt recently.

Punctuate the following sentences.

1. We study history mathematics geography and reading.
2. John Jones the mechanic repaired our car and also fixed our refrigerator.
3. He was of course more to be pitied than censured.
4. Johnnie Reese the president of our class spent the night at our house.
5. He did not in the first place tell the whole story.
6. He was born in Scranton Pennsylvania on March 23 1908 and he has lived there ever since.
7. We cannot after all live forever.
8. By the way do you remember John's address?
9. John Brown Henry's cousin is visiting him at the latter's camp in Stroudsburg Pennsylvania.
10. Where were you Mr. Jones on the morning of February 12 1958?
11. The old Amos building a famous landmark of the town was recently torn down. As a matter of fact it was torn down on February 12 Lincoln's birthday.
12. The most popular summer sports are tennis swimming and hiking.
13. Yesterday I met quite by accident three former schoolmates Reese Smith and Jones.
14. I last saw them on graduation day June 20 1958.

PUNCTUATION (Comma)

(Continued)

Nonrestrictive clauses do not limit or define; they are parenthetic and are set off by commas.

John, who is clever, passes all his exams.

San Francisco, where we met, is a beautiful city.

Restrictive clauses identify or define the antecedent noun. They are not parenthetic and are not set off by commas.

Any boy who is clever passes all his exams.

The place where we met is a beautiful city.

Punctuate the following sentences.

1. John who is lazy does not deserve to pass.
2. Any student who is lazy does not deserve to pass.
3. Any girl who has brown hair will be all right for the part of the heroine.
4. Mary who has brown hair was selected for the part of the heroine.
5. Little Clarice's hands which were covered with tar were a shock to her mother.
6. Any passenger who enters the engine room does so at his own risk.
7. The man who said that is a liar.
8. Mr. Reese who told the story was obviously lying.
9. Wednesday when my brother is usually out of town will be a good day to call.
10. Mr. Hemmingway who was bored with the real estate business decided to start a boom at Glen Acres which was formerly a swamp.
11. The fellow who was laughing was clearly the perpetrator of the joke.
12. His great love for nature which he acquired during his childhood showed itself in his curiosity about any bird which flew through his garden.
13. The profit which you can expect on so cheap an article is very small.
14. We heard a noise that resembled the cry of an injured animal.
15. The George Washington Bridge which spans the Hudson River has been very successful financially.

PUNCTUATION (Comma and Semicolon)

We use a comma before a conjunction joining two independent clauses.

In the North there are many wheat fields, but in the South cotton fields predominate.

We had great trouble in reaching him, but at last he answered.

If two independent clauses are closely related in meaning, but are not connected by a conjunction, we can join them with a semicolon.

In the North there are many wheat fields; in the South cotton fields predominate.

We had great trouble in reaching him; at last, however, he answered.

Punctuate the following sentences.

1. Chicago is my favorite city but Philadelphia offers more advantages.
2. The general manager will talk to you soon and will give you the information.
3. Smith is a very good automobile mechanic and his prices are low.
4. She kept the money for more than a month and then finally returned it.
5. She kept the book for a long time but she finally returned it.
6. She kept the letters for a long time then she finally returned them.
7. There were six ambassadors and their entrance was truly magnificent.
8. John didn't go but Mary did.
9. Mary was highly pleased with the results therefore she showed her pleasure and gave us all a quarter.
10. Mary was pleased with the results but John obviously wasn't.
11. Joe and Jerry were cautious but Henry bet on the black horse and won more than seven dollars.
12. Mary plays the piano and John plays the violin.
13. Helen plays the saxophone her brother plays the cornet.
14. He was tattered and dirty but he ate like a gentleman.
15. My brother or my father will help you and will gladly show you the way.

PUNCTUATION (Review)

Punctuate the following sentences.

1. The changes which we are planning will soon be completed then we will be able to serve you.
2. Jenny and Miss Smith came into the room looked around whispered to each other and then strangely enough walked out.
3. Williams store which sells many fancy groceries was recently repainted and as a consequence it now looks very nice indeed.
4. I am sure Mary said William that you will like our new house which was built by that famous architect Mr W James.
5. Of course Father its a pity said Ellen that people dont appreciate the excellent work which you have done here.
6. We drove from Harrisburg Pa to Albany which is the capital of New York State.
7. Mary and Ellen stopped and watched Henry and Joseph running and jumping.
8. We Mary Ethel and I considered going but later we changed our collective minds and decided to stay at home and rest.
9. The man whom I saw yesterday was Ben Reeses brother Henry Reese who is an eye specialist.
10. Saturday Jan 16 1958 was the coldest day that we had had however the next day Sunday seemed even colder to me but of course I am very sensitive to cold.
11. Everyone climbed into the wagon then we started out and soon we were far out in the country it was lovely.
12. At eleven John adjourned the meeting no decision having been reached by that time.
13. I believe said the visitor that Mr. Davis should be notified at once yet we all realize naturally that the duty is not a pleasant one.
14. Cars which have self-starters are considered no good by old Dr Evans who has even today a 1916 model Ford.
15. I know a man who is completely self-educated he is very intelligent but the lack of a diploma would prevent him from entering any college even one of low standards.

SPECIAL DIFFICULTIES

No/Not

No is an adjective. We use it only to modify nouns.
Not is an adverb. We use it to modify verbs.

He has *no* money and does *not* speak English.

We can also use *not* before *much*, *many*, *any*, *enough*, and any article or numeral modifying a noun.

Not many people came to the meeting.

Until/To, As Far As

We use *until* when referring to time.

I'm going to stay here *until* next week.

We use *to* and *as far as* when referring to distance.

She walked *to* 79th Street.

He rode with me *as far as* New York.

Spill/Pour

Spill suggests some unintentional or accidental action; *pour*, some intentional action.

She carelessly *spilled* the milk on the floor.

Mary carefully *poured* the tea into the cup.

Win/Beat

One *wins* a game, but one *beats* or defeats an opponent.

John *won* the game of chess and *beat* George easily.

Rob/Steal

One *steals* an object, but one *robs* a person or thing.

They *stole* money from the bank's safe.

They *robbed* the bank.

Some/Somewhat

Some is an adjective and must modify a noun or pronoun; *some-what* is an adverb and is used to modify an adjective or another adverb.

He has *some* money and *some* food to contribute.

Mary feels *somewhat* better after her trip.

In/Into

In suggests position within a certain space, *into* suggests action toward a certain point.

The money is *in* the drawer.

He threw the money *into* the drawer.

SPECIAL DIFFICULTIES

(Continued)

Affect/Effect; Advise/Advice

Affect and *advise* are verbs; *effect* and *advice* are nouns.

The wine *affected* Harold quickly.

He soon felt the *effects* of the wine.

He *advised* me to take the course.

I intend to follow his *advice*.

Choose the word in parentheses which completes each of the following sentences correctly.

1. They arrived (some, somewhat) earlier than we expected.
2. The (effect, affect) of the teacher's strong criticism was soon discernible in the student's work.
3. We took the subway and rode (till, to) Columbus Circle.
4. The (affects, effects) of his early discipline were evident in his every action.
5. What do you (advice, advise) me to do under the circumstances?
6. Unknowingly, she walked right (in, into) their trap.
7. John easily (won, beat) me in a game of ping-pong.
8. There are (no, not) boys in our class.
9. There are (no, not) many students in that group.
10. Helen tripped and (poured, spilled) the soup all over the tablecloth.
11. The thieves took no money but (stole, robbed) Harry's watch.
12. The food in this restaurant seems (some, somewhat) better than it used to be.
13. We walked (until, as far as) 72nd Street.
14. (No, not) one girl wanted to dance with Henry.
15. Grace was obviously (effected, affected) by the news.
16. He is always ready to give us his (advise, advice).
17. We arrived (some, somewhat) late and got very poor seats.
18. The waitress carefully (spilled, poured) the cream into the pitcher.
19. Who (robbed, stole) the pencil I left lying on this desk?
20. I told him to (pour, spill) some of the water out of the bowl in order to avoid (pouring, spilling) it.

SPECIAL DIFFICULTIES

(Continued)

Few/Less

Few is used only with plural countable nouns.

Less is used only with noncountable nouns.

few books

less time

few pencils

less sugar

Few/A Few; Little/A Little

Few and *little* have a negative force and suggest the absence of some quantity or thing; *a few* and *a little* have a positive force and suggest the presence of a quantity or thing although in small amount.

He has many enemies and *few* friends.

He is not completely destitute. He still has *a few* friends.

Used To/To Be Used To

Used to describes an habitual past action which is no longer in force. *To be used to* means "to be accustomed to." Notice that *to be used to* is followed by a noun construction because the *to* in this case is not the sign of an infinitive but a preposition.

John *used to* study with Miss Smith.

John *is used to* studying with Miss Smith and therefore doesn't wish to change teachers.

Singular and Plural Forms in Measurements

We use the singular form of such words as *foot*, *dollar*, *year*, etc., when such words are used as adjectives; we use the plural form when such words are used alone as nouns.

He signed a five-year contract.

This contract runs for five years.

Indefinite Article With So and Such

We say "such a nice day" but "so nice a day." Also do not use an article in these constructions with words of indefinite quantity. Do not say, for example, "such a nice English."

We saw *such* a good movie last night.

It was *so* pleasant a trip that we want to take another.

Very/Too

Very means *much* or *in a large degree*. *Too* always suggests *something in excess, more of something than we need or can use*. *Too* is often followed by an infinitive construction.

This book is *very* big, but it will go into my pocket.

This book is *too* big *to go* into my pocket.

SPECIAL DIFFICULTIES

(Continued)

Choose the word in parentheses which completes each of the following sentences correctly.

1. He spends (little, few) time on his English.
2. I (am used to, used to) riding on the subway and don't mind it at all.
3. This soup is (too, very) hot to eat.
4. I have lost my new five (dollar, dollars) pen.
5. It is a (too, very) heavy chair, but John is strong and can easily move it.
6. It was so beautiful (night, a night) that we all went for a walk.
7. John has (little, few) money but he still has (few, a few) friends.
8. Mary says that she is (too, very) tired to go for a walk with us.
9. I (used, am used) to smoke cigarettes but finally stopped.
10. He uses a twelve (foot, feet) pole in his track work.
11. The pole which he used was twelve (foot, feet) long.
12. She made (few, little) mistakes on her examinations.
13. The sun was (very, too) hot for the child, and she became sick.
14. He speaks (such, such a) good French that it is a pleasure to talk with him.
15. We had (such, such a) nice weather on our trip that we enjoyed every minute of it.
16. He has (much, many) money but (few, little) friends.
17. I (used to, am used to) this room and prefer not to change.
18. They have just finished building a large, ten thousand (ton, tons) ship.
19. The last one they built also weighed about ten thousand (ton, tons).
20. A man whom people cannot trust will have (a few, few) friends.
21. He has (so pleasant, so pleasant a) personality that everyone likes him.
22. I (used to, am used to) going without a hat and seldom feel the cold.

SPECIAL DIFFICULTIES

(Continued)

Forget/Leave

It is impossible in English to *forget* something in a certain place. For example, it is wrong to say, "I forgot my book at home."

(Correct) I *have* forgotten my book.

I *left* my book at home.

Beside/Besides

Beside means "next to; *Besides* means "in addition to."

John sits *beside* me in class.

Two boys *besides* John took the trip.

Teach/Learn

Learn means "to gain knowledge"; *teach* means "to instruct someone else."

I *learned* French.

I will *teach* you French.

Infinitives Without To

Infinitives without *to* are used after the verbs *let*, *make*, *hear*, *see*, *feel*.

He *let* me *borrow* his bicycle.

She *made* us *wait* an hour.

Negative Openings

If an English sentence begins with a negative word, an auxiliary verb (or some form of *to be*) must precede the subject, as in interrogative sentences.

Never have I heard such music.

Not once did he mention your name.

Despite/In Spite Of

Despite and *in spite of* have the same meaning and can be used interchangeably. Note, however, that when a clause rather than a noun follows these prepositions, the construction *despite the fact* or *in spite of the fact* must be used.

He came *despite* the rain.

He came *in spite of* the rain.

He came *despite the fact* that it was raining.

He came *in spite of the fact* that it was raining.

Lie/Lay; Rise/Raise; Sit/Set

Note that *lie*, *rise*, and *sit* are intransitive verbs. They cannot be followed by a direct object. Thus, it is impossible to "lie," "rise," or "sit" anything. On the other hand, *lay*, *raise*, and *set* are transitive.

SPECIAL DIFFICULTIES

(Continued)

They must have an objective, something which receives the action. Thus, one always, "lays," "raises," or "sets" something.

The dog always *lies* there.

The sun *rises* in the east.

She *sits* at this desk.

He *laid* the book on the table.

She *raised* the curtain.

He *set* the package in the corner.

Choose the word in parentheses which completes each of the following sentences correctly.

1. Four girls (beside, besides) Mary left for camp.
2. Who (taught, learned) you how to ice-skate?
3. When is the man going to (lie, lay) the carpet in the hall?
4. The river has (raised, risen) ten inches as a result of the rain.
5. Never (sit, set) a lamp too near a curtain.
6. We went for a walk (despite, despite the fact) that the weather was bad.
7. Never (I have seen, have I seen) him so angry.
8. I am afraid that I have (left, forgotten) my book on the subway.
9. John is going to (teach, learn) me how to play tennis.
10. Helen sits (beside, besides) me at the lesson.
11. He studied English for only a short time, but apparently he was (learned, taught) by a good teacher.
12. The sun has not (raised, risen) yet.
13. In his garden John (rises, raises) all kinds of vegetables.
14. Grace saw the thief (to take, take) the money.
15. Grace likes to (sit, set) the table but she doesn't like to wash dishes.
16. Not once (the speaker mentioned, did the speaker mention) the subject of taxes.
17. The doctor made us (to wait, wait) two hours in his office.
18. (In spite of, in spite of the fact) that he was ill, John attended each of the meetings.
19. Nowhere (you could, could you) find a more generous person than she is.
20. The dog has been (lying, laying) in that same corner all day.

APPENDIX

PRINCIPAL PARTS OF COMMON IRREGULAR VERBS

<i>Present</i>	<i>Past</i>	<i>Past Par- ticiples</i>	<i>Present</i>	<i>Past</i>	<i>Past Par- ticiples</i>
arise	arose	arisen	fall	fell	fallen
awake	awoke	awakened	feed	fed	fed
bear	bore	born	feel	felt	felt
bear	bore	borne	fight	fought	fought
beat	beat	beaten	find	found	found
become	became	become	fling	flung	flung
begin	began	begun	fly	flew	flown
bend	bent	bent	forget	forgot	forgotten
bet	bet	bet	forgive	forgave	forgiven
bind	bound	bound	freeze	froze	frozen
bite	bit	bitten	get	got	gotten-got
bleed	bled	bled	give	gave	given
blow	blew	blown	go	went	gone
bring	brought	brought	grind	ground	ground
build	built	built	grow	grew	grown
burst	burst	burst	hang	hung	hung
cast	cast	cast	have	had	had
catch	caught	caught	hear	heard	heard
choose	chose	chosen	hide	hid	hidden
cling	clung	clung	hit	hit	hit
come	came	come	hold	held	held
cost	cost	cost	hurt	hurt	hurt
creep	crept	crept	keep	kept	kept
cut	cut	cut	know	knew	known
dare	dared	dared	lay	laid	laid
deal	dealt	dealt	lead	led	led
dig	dug	dug	leave	left	left
do	did	done	lend	lent	lent
draw	drew	drawn	let	let	let
drink	drank	drunk	lie	lay	lain
drive	drove	driven	light	lit	lit
eat	ate	eaten	lose	lost	lost

PRINCIPAL PARTS OF COMMON IRREGULAR VERBS

Continued

<i>Present</i>	<i>Past</i>	<i>Past Participle</i>	<i>Present</i>	<i>Past</i>	<i>Past Participle</i>
make	made	made	spend	spent	spent
mean	meant	meant	spin	spun	spun
meet	met	met	split	split	split
owe	owed	owed	spread	spread	spread
pay	paid	paid	spring	sprang	sprung
quit	quit	quit	stand	stood	stood
read	read	read	steal	stole	stolen
ride	rode	ridden	stick	stuck	stuck
ring	rang	rung	sting	stung	stung
rise	rose	risen	strike	struck	struck
run	ran	run	string	strung	strung
see	saw	seen	swear	swore	sworn
seek	sought	sought	sweep	swept	swept
shake	shook	shaken	swim	swam	swum
sell	sold	sold	swing	swung	swung
send	sent	sent	take	took	taken
set	set	set	teach	taught	taught
shave	shaved	shaved	tear	tore	torn
shine	shone	shone	tell	told	told
shoot	shot	shot	think	thought	thought
show	showed	shown	throw	threw	thrown
shrink	shrank	shrunk	wake	woke	woke
shut	shut	shut	wear	wore	worn
sing	sang	sung	weave	wove	woven
sink	sank	sunk	wed	wed	wed
sit	sat	sat	weep	wept	wept
sleep	slept	slept	wet	wet	wet
slide	slid	slid	win	won	won
slit	slit	slit	wind	wound	wound
speak	spoke	spoken	wring	wrung	wrung
spend	spent	spent	write	wrote	written

SAMPLE CONJUGATIONS

Irregular Verb: to be

Present Tense

I am	we are
you are	you are
he, she, it is	they are

Past Tense

I was	we were
you were	you were
he was	they were

Future Tense

I will (shall) be	we will (shall) be
you will be	you will be
he will be	they will be

Present Perfect Tense

I have been	we have been
you have been	you have been
he has been	they have been

Past Perfect Tense

I had been	we had been
you had been	you had been
he had been	they had been

Future Perfect Tense

I will (shall) have been	we will (shall) have been
you will have been	you will have been
he will have been	they will have been

SAMPLE CONJUGATIONS (Continued)

Regular Verb: to work (simple form)

Present Tense

I work
you work
he, she, it works

we work
you work
they work

Past Tense

I worked
you worked
he worked

we worked
you worked
they worked

Future Tense

I will (shall) work
you will work
he will work

we will (shall) work
you will work
they will work

Present Perfect Tense

I have worked
you have worked
he has worked

we have worked
you have worked
they have worked

Past Perfect Tense

I had worked
you had worked
he had worked

we had worked
you had worked
they had worked

Future Perfect Tense

I will (shall) have worked
you will have worked
he will have worked

we will (shall) have worked
you will have worked
they will have worked

SAMPLE CONJUGATIONS (Continued)

Regular Verb: to work

CONTINUOUS FORM

Present Tense

I am working	we are working
you are working	you are working
he, she, it is working	they are working

Past Tense

I was working	we were working
you were working	you were working
he was working	they were working

Future Tense

I will (shall) be working	we will (shall) be working
you will be working	you will be working
he will be working	they will be working

Present Perfect Tense

I have been working	we have been working
you have been working	you have been working
he has been working	they have been working

Past Perfect Tense

I had been working	we had been working
you had been working	you had been working
he had been working	they had been working

Future Perfect Tense

I will (shall) have been working	we will (shall) have been working
you will have been working	you will have been working
he will have been working	they will have been working

SAMPLE CONJUGATIONS (Continued)

Irregular Verb: to see

PASSIVE VOICE

Present Tense

I am seen	we are seen
you are seen	you are seen
he, she, it is seen	they are seen

Past Tense

I was seen	we were seen
you were seen	you were seen
he was seen	they were seen

Future Tense

I will (shall) be seen	we will (shall) be seen
you will be seen	you will be seen
he will be seen	they will be seen

Present Perfect Tense

I have been seen	we have been seen
you have been seen	you have been seen
he has been seen	they have been seen

Past Perfect Tense

I had been seen	we had been seen
you had been seen	you had been seen
he had been seen	they had been seen

Future Perfect Tense

I will (shall) have been seen	we will (shall) have been seen
you will have been seen	you will have been seen
he will have been seen	they will have been seen

ANSWERS to EXERCISES

PAGE 1:- 1. is 2. are 3. am 4. is 5. are 6. is 7. is 8. are 9. are 10. is 11. is 12. is 13. is 14. are 15. is 16. are

PAGE 2:- a-b. 1. They are not in – Are they in 2. John is not angry – Is John angry 3. He and she are not cousins – Are he and she cousins 4. He is not very – Is he very 5. Both sisters are not tall – Are both sisters tall 6. She is not a – Is she a 7. They are not members – Are they members 8. He is not a – Is he a 9. Mr. Smith is not a – Is Mr. Smith a 10. The sky is not very – Is the sky very 11. The office of the principal is not on – Is the office of the principal on 12. It is not cold – Is it cold 13. She is not a – Is she a 14. It is not a – Is it a 15. The stamps are not in – Are the stamps in 16. He is not in – Is he in

PAGE 3:- 1. They are good teachers. 2. They are my cousins. 3. The pencils are on the desks. 4. The glasses are in the kitchens. 5. They are new dishes. 6. They are young men. 7. The buses are at the corners. 8. They are pretty women. 9. The salesmen are in the offices. 10. The houses are on the corners. 11. The children are in the gardens. 12. The clocks are on the walls. 13. The oranges are on the tables. 14. They are Frenchmen. 15. The watches are new. 16. They are good pictures.

PAGE 4:- 1. a 2. an 3. an 4. an 5. a, an 6. a 7. an 8. a 9. an 10. an 11. a 12. a 13. an 14. an 15. an 16. an 17. an 18. a 19. a 20. a

PAGE 5:- 1. have 2. has 3. have 4. has 5. have 6. has 7. has 8. has 9. have 10. has 11. has 12. have 13. have 14. has 15. has 16. have 17. has 18. has 19. have 20. have

PAGE 6:- 1. read 2. comes 3. walk 4. play 5. eat 6. works 7. like 8. chases 9. works 10. sits 11. play 12. prepares 13. eat 14. use 15. take 16. travel 17. attend 18. speaks

PAGE 7. a. 1. goes 2. does 3. try 4. tries 5. wishes 6. teaches 7. go 8. watch 9. plays 10. studies 11. watches 12. kisses 13. catch 14. catches 15. does 16. carries

PAGE 8:- b-c-d. 1. They like to study – She likes to study 2. He works hard – They work hard – She works hard 3. He's a good student – They're good students – She's a good student 4. He owns a – They own a – She owns a 5. He's an American – They're Americans – She's an American 6. He enjoys each – They enjoy each – She enjoys each 7. He wants to – They want to – She

wants to 8. He has a new wristwatch – They have new wristwatches – She has a new wristwatch 9. He speaks – They speak – She speaks 10. He wishes to – They wish to – She wishes to 11. He watches – They watch – She watches 12. He passes – They pass – She passes 13. He always goes – They always go – She always goes 14. He tries to – They try to – She tries to 15. He does – They do – She does 16. He plays – They play – She plays 17. He has – They have – She has 18. He always sits at this desk – They always sit at these desks – She always sits at this desk 19. He writes – They write – She writes 20. He studies – They study – She studies .

PAGE 9:– 2. The knives are 3. The dishes are 4. Helen's new dresses are 5. The planes leave 6. The buses stop 7. The boxes are 8. The churches are 9. The classes begin 10. The men know their 11. They enjoy 12. They are not 13. The boys do 14. The women are 15. The glasses are 16. The watches run 17. The salesmen are 18. The keys are

PAGE 10:– 2. my 3. her 4. my 5. your 6. their 7. his 8. our 9. her 10. its, its 11. their 12. my 13. its 14. their 15. your 16. our 17. her 18. his

PAGE 11:– 1. There is 2. There is 3. There are 4. There is 5. There are 6. There are 7. there is 8. There are 9. There is 10. There is 11. There are 12. There are 13. There is 14. There is 15. There are 16. There are

PAGE 12:– a-b. 1. There isn't a – Is there a 2. There aren't two – Are there two 3. There isn't a – Is there a 4. There aren't two – Are there two 5. There isn't a – Is there a 6. There aren't several – Are there several 7. There aren't ten new – Are there ten new 8. There isn't a – Is there a 9. There aren't enough – Are there enough 10. There aren't plenty – Are there plenty 11. There isn't a – Is there a 12. There isn't a – Is there a 13. There aren't telephones – Are there telephones 14. There aren't four – Are there four 15. There aren't three – Are there three 16. There aren't more – Are there more

PAGE 13:– 2. These rooms are 3. Those pens . . . are 4. These packs . . . belong 5. Those boys . . . are 6. Those books are 7. Those purses . . . are 8. These are . . . books 9. Those are : . . pens 10. These messages are 11. Those letters . . . are 12. These are my pens 13. Those mountains . . . form 14. These cars belong 15. Those offices . . . are . . . offices 16. These chairs are

PAGE 14:– Mr. Smith's 2. Macy's 3. Taylor's 4. men's 5. ladies' 6. child's 7. children's 8. Macy's--Gimbel's 9. doctor's 10. Smith's 11. Lincoln's 12. George's 13. Mrs. Jones 14. St. Peter's – St. Paul's

PAGE 15:– a. 1. them 2. us 3. We 4. us 5. me 6. them 7. him 8. him 9. us 10. me 11. us 12. They 13. her 14. He 15. her 16. us 17. her 18. me 19. me 20. her

PAGE 16:– b. 2. them 3. her 4. you 5. them 6. them 7. us 8. them 9. him 10. her 11. them 12. him 13. him 14. her 15. him 16. them 17. him 18. them 19. them 20. them

PAGE 17:- a-b. 1. Lend me – Don't lend me 2. Give this – Don't give this 3. Open the – Don't open the 4. Close the – Don't close the 5. Wait in – Don't wait in 6. Telephone him – Don't telephone him 7. Tell her – Don't tell her 8. Let him – Don't let him 9. Turn off – Don't turn off 10. Buy a – Don't buy a 11. Drop this – Don't drop this 12. Leave your – Don't leave your
c. 1. Please wait outside. 2. Please don't say anything to her about it. 3. Please hang up your coat on the rack. 4. Please help him with his homework. 5. Please don't let anyone know about this. 6. Please don't sit there. 7. Please call me later. 8. Please don't disturb him now. 9. Please don't leave your books there. 10. Please don't put your feet up on the chair. (As stated in the book, *please* can be used either at the beginning or end of an imperative sentence.)

PAGE 18:- 1. was 2. was 3. were 4. was 5. were 6. was 7. were 8. was 9. were 10. was 11. were 12. was – was 13. was 14. were 15. was 16. were 17. were 18. was

PAGE 19:- 1. worked 2. listened 3. talked 4. wanted 5. lived 6. expected 7. lasted 8. changed 9. liked 10. waited 11. painted 12. arrived 13. watched 14. studied 15. mailed 16. learned

PAGE 20:- 1. came 2. told 3. sat 4. put 5. began 6. wrote 7. saw 8. cost 9. had 10. drank 11. gave – told 12. sold 13. heard 14. knew – came 15. felt 16. went – got 17. read

PAGE 21:- 1. I don't work on 2. Mary doesn't like to 3. They don't speak English 4. The plane doesn't leave at 5. He doesn't know French 6. I don't feel well 7. He doesn't eat lunch in 8. He doesn't always come to 9. They don't live in 10. We don't need a fan 11. We don't use our books 12. I don't understand everything 13. She doesn't want to 14. He doesn't begin his 15. The child doesn't play in 16. I don't make mistakes

PAGE 22:- 1. Does she live in 2. Do they enjoy their 3. Does that company buy a lot 4. Does it look like 5. Does he drive to 6. Does the class meet on 7. Does he seem to be 8. Does this book belong 9. Do you like 10. Do you speak French 11. Does he often go 12. Do I always take 13. Do they sell 14. Does the store open at 15. Does it close at 16. Does he smoke a lot?

PAGE 23:- a. 1. does 2. do 3. does 4. does 5. do 6. does 7. do 8. does 9. do 10. does 11. does 12. do 13. does 14. does – does 15. do 16. do 17. does 18. do 19. do 20. do 21. does 22. do

PAGE 24:- b. 2. What time does the lesson begin? 3. What time do they get home every night? 4. How well does she speak French? 5. How much do those books cost? 6. How do they travel? 7. How often does he come here? 8. How does she feel today? 9. Why does she want to learn English? 10. Where do they meet every morning? 11. How often do we go to the movies? 12. Where does he go after the lesson? 13. How many new words do we learn every day? 14. Where do they eat lunch? 15. What kind of car does he drive? 16. To whom does this book belong? 17. In which room does the class meet? 18. What does she teach us? 19. When does it rain? 20. What time does he get

up every morning?

PAGE 25: 1. carefully 2. careful 3. quickly 4. slowly 5. slowly 6. slow 7. rapidly 8. permanent 9. permanently 10. easy 11. easily 12. hard 13. fast 14. serious 15. seriously 16. completely 17. soft 18. softly 19. beautiful 20. beautifully

PAGE 26: 1. well 2. well 3. good 4. well 5. good 6. good 7. well 8. well 9. well 10. good 11. well - good 12. good 13. well 14. good 15. good 16. well 17. good 18. well 19. well 20. good 21. well 22. good

PAGE 27: a-b. 1. He wasn't an old - Was he an old 2. Both doors weren't closed - Were both doors 3. The exercises weren't easy - Were the exercises 4. The man wasn't a - Was the man a 5. It wasn't a - Was it a 6. The sea wasn't very - Was the sea very 7. He wasn't a - Was he a 8. There weren't ten new - Were there ten new 9. John wasn't a - Was John a 10. She wasn't a - Was she a 11. They weren't both - Were they both 12. She wasn't a - Was she a 13. They weren't angry - Were they angry 14. He wasn't always - Was he always 15. They weren't friendly - Were they friendly 16. We weren't very - Were we very

PAGE 28:- 2. They didn't tell us. 3. He didn't put the books 4. They didn't stay 5. I didn't see Helen 6. He didn't plan his 7. The meeting didn't last a 8. The book didn't cost 9. The woman didn't faint in 10. I didn't know him 11. They didn't sell their 12. I didn't speak with 13. She didn't come to 14. We didn't sit together 15. They didn't go to 16. I didn't give her

PAGE 29:- a. 2. Did he give her 3. Did they stay in 4. Did she tell them 5. Did he enter this 6. Did they go by 7. Did he arrive home 8. Did they come to 9. Did they know each 10. Did he work in 11. Did she feel much 12. Did the meeting begin 13. Did he pass all 14. Did they put him 15. Did he give us 16. Did the crowd wait a

PAGE 30:- b. 2. When did they sell their home? 3. What time did the meeting begin? 4. How much did the tickets cost? 5. How did he pay for the car? 6. How much did he invest in the stock market? 7. In which row did they sit? 8. In what language did he speak to them? 9. How long did the meeting last? 10. What time did it begin? 11. What time did he telephone her? 12. Why did he go to New York? 13. How many times did they mention it to him? 14. Where did they eat lunch? 15. How many years did he work there? 16. Where did he put the mail? 17. How long did she wait for them? 18. What time did they get home? 19. With whom did he walk to school? 20. Where did they go after the lesson?

PAGE 31:- a-b-c. 1. They do not live - Do they live - Where do they live, etc. 2. There are not twelve - Are there twelve - How many months are there, etc. 3. The plane did not arrive - Did the plane arrive 4. It is not six - Is it six 5. He did not go - Did he go 6. The two boys are not in - Are the two boys in 7. The book did not cost - Did the book cost 8. They did not live in - Did they live in 9.

He did not get up - Did he get up 10. They did not sit in - Did they sit in 12. She does not speak - Does she speak 13. The class does not begin at - Does the class begin 14. She does not drink ten - Does she drink ten 15. They did not begin to - Did they begin to 16. He is not ten - Is he ten 17. They do not plan to - Do they plan to 18. Columbus did not discover America - Did Columbus discover America 19. The stores were not closed - Were the stores closed 20. There were not four - Were there four 21. They do not usually - Do they usually 22. They did not deliver the - Did they deliver the

PAGE 32:- 1. left 2. brought 3. forgot 4. became 5. made 6. lost - found 7. caught 8. rang 9. took 10. thought 11. taught 12. bought - sold 13. kept - gave 14. did - caught 15. sang - understood 16. stood

PAGE 33:- a. 2. She brought me the books. 3. She sent them flowers. 4. He told us the whole story. 5. I gave her the book. 6. We wrote them several letters. 7. I took her the presents. 8. He sold a friend his property. 9. He gave each child a piece of the candy. 10. Don't show anyone these pictures. 11. He bought his wife several new dresses. 12. They sent us some post cards from South America.

b. 2. He sent many presents to her. 3. Please hand that magazine to me. 4. Don't tell the news to her yet. 5. He brought a box of candy to his sweetheart. 6. Don't show these things to Grace. 7. He wrote a letter to me on Wednesday. 8. She told the whole story to us. 9. The teacher gives too much homework to us. 10. You made a promise to me that you must keep.

PAGE 34:- 1. who 2. which 3. which 4. which 5. whom 6. which 7. which 8. who 9. whom 10. who 11. who 12. which 13. who 14. who 15. which 16. which 17. whom 18. which

PAGE 35:- 1. caught 2. wrote 3. forgot 4. arrived 5. answered 6. made 7. rang 8. waited 9. went - rang 10. cost 11. tried 12. had 13. planned 14. took 15. sent 16. needed - bought 17. spoke 18. told - had 19. broke 20. thought

PAGE 36:- 2. They'll see us 3. I'll give you 4. She'll help you 5. Mary'll clean off 6. The stores'll close early 7. I'll leave the tip 8. Helen'll find the 9. You'll spend a 10. John'll do well 11. The wind'll blow that 12. We'll meet you 13. I'll pay the 14. You'll learn a 15. We'll remain in

PAGE 37:- a-b. 2. She was our - She'll be our 3. Mr. Smith was in - Mr. Smith'll be in 4. They were both - They'll both be 5. This was your - This'll be your 6. There were two - There'll be two 7. We were very - We'll be very 8. I was glad - I'll be glad 9. He was angry - He'll be angry 10. The dog was happy - The dog'll be happy 11. Mr. Jones was out - Mr. Jones'll be out 12. Business was very - Business'll be very 13. The exercises were easy - The exercises'll be easy 14. There was no - There'll be no 15. The cafeteria was - The cafeteria'll be 16. We were interested in - We'll be interested in 17. He was a - He'll be a 18. The highway was very - The highway'll be very

PAGE 38:- 2. We won't tell 3. I won't be 4. The weather won't be 5. He

won't be 6. These exercises won't be 7. We won't eat 8. You won't get
9. We won't be 10. He won't do 11. They won't sign 12. They won't finish
13. The meeting won't last 14. The stores won't close 15. It won't cost
16. We won't be

PAGE 39:- a-b. 2. Will he be back – What time will he be back?, When will
he be back? etc. 3. Will the stores 4. Will it cost 5. Will the plant die 6. Will
they spend 7. Will she meet 8. Will they pay 9. Will the meeting begin 10.
Will it last 11. Will she leave 12. Will they return 13. Will there be 14. Will
the lesson be 15. Will they write 16. Will he take 17. Will I park 18. Will
they stay

PAGE 40:- 2. for – in 3. in 4. for – in 5. for 6. at 7. in 8. into 9. of – on 10.
about – in 11. to 12. to – for 13. in – of – of 14. along 15. at 16. at 17. for – in 18.
for 19. on 20. about – to 21. at – about 22. up – on 23. to – on 24. from 25. up

PAGE 41:- 1. It is too late to see the movie, etc.

PAGE 42:- 2. It took me one hour to finish my exercises. 3. It took her only one
year to learn to speak English well. 4. It took me thirty minutes to write my
composition. 5. It took the train three hours to go around the mountain. 6. It
took them one year to finish the bridge. 7. It took the cable two days to reach
him. 8. It takes us about fifteen minutes to walk to school every morning. 9. It
will take you about an hour to get there. 10. It will take her all afternoon to
prepare the meal. 11. It will take us only fifteen or twenty minutes to eat it. 12.
It takes me less than fifteen minutes to wash and dress each morning. 13. It
takes Helen a half hour to put on her make-up. 14. It took him just a few days
to learn to swim. 15. It took her two months to recover from her illness. 16. It
will take me just two or three minutes to run to the corner store and get what
you need.

PAGE 43:- 1. fell – hurt 2. paid 3. shook – said 4. blew 5. threw – hit 6. slept 7.
met 8. found – lost 9. wore 10. cut – ran 11. drove 12. lent – spent 13. held 14.
won – lost 15. shut – locked – went 16. hired – rode

PAGE 44:- 1. are waiting 2. is stopping 3. is ringing 4. are wearing 5. is
beginning 6. is knocking 7. is sleeping 8. is trying 9. is making 10. are
beginning 11. is having 12. is playing 13. are traveling 14. is acting 15. is
watching 16. are having

PAGE 45:- 1. goes 2. meets 3. is teaching – is substituting 4. rings – is ringing
5. is taking – takes 6. is knocking 7. comes 8. are building 9. blows 10. is acting
11. are having 12. is preparing 13. get 14. stays – comes – is staying 15.
rises – is rising 16. are building

PAGE 46:- a-b. 1. The telephone is not ringing – Is the telephone ringing 2. It
is not beginning – Is it beginning 3. The sky is not getting – Is the sky getting
4. He is not working – Is he working 5. The maid is not cleaning – Is the maid
cleaning 6. They are not taking – Are they taking 7. They are not having – Are

they having 8. John is not doing – Is John doing 9. They are not laughing – Are they laughing 10. They are not traveling – Are they traveling 11. Helen is not taking – Is Helen taking 12. The leaves are not beginning – Are the leaves beginning 13. All the birds are not flying – Are all the birds flying 14. Mr. Evans is not writing – Is Mr. Evans writing 15. They are not planning – Are they planning 16. He is not looking – Is he looking

PAGE 47:– 1. He didn't 2. They don't 3. She isn't 4. He isn't 5. They aren't 6. He doesn't 7. You didn't 8. She doesn't 9. You aren't 10. We weren't 11. George wasn't 12. She and her husband don't 13. I won't 14. There weren't 15. They won't 16. You aren't

PAGE 48:– 1. He's 2. They're 3. I'll 4. I've 5. It's 6. She'll 7. We're 8. They're 9. It's 10. The telephone's 11. They've 12. The train's 13. There's 14. They'll 15. He's 16. You're 17. I'm 18. There's

PAGE 49:– 1. The 2. a 3. a 4. The 5. a 6. The 7. The 8. A 9. a 10. The 11. a 12. The 13. a 14. The 15. a

PAGE 50:– NO EXERCISES

PAGE 51:– a. 1. – 2. The 3. The 4. the – the 5. the 6. – 7. – 8. – 9. The 10. The –; the – the 11. –; the – the 12. The; –; the; – 13. the; –; –; – 14. –; a; – 15. –; –; the; – 16. The – the 17. – 18. The – the 19. – 20. the – the; b. 1. – 2. –; the 3. a; the; –; – 4. –; the; the 5. The; – 6. –; the; the; – 7. The; the; –; – 8. The; – 9. –; –; the 10. –; the 11. The; the; the; the 12. The; – 13. –; – 14. The; –; the 15. The 16. The; the; –; – 17. The; – 18. The; the; –; the; – 19. – 20. the 21. a; – 22. The –

PAGE 52:– c. 1. The 2. The; the; the 3. a; a; a; The; a; – 4. –; – 5. the; –; the; – 6. a; the 7. The; –; the 8. the; the; – 9. –; The 10. –; the; the 11. the; –; the; – 12. –; the; the 13. the; The 14. –; the 15. –; –; –; –; – 16. –; – 17. The; –; – 18. The 19. The; –; the 20. – 21. The 22. a; the

PAGE 54:– 1. are going to 2. are going to 3. am going to 4. are going to 5. are going to 6. are going to 7. are going to 8. are going to 9. are going to 10. is going to 11. is going to 12. is going to 13. is going to 14. are going to 15. are going to 16. is going to 17. are going to 18. is going to

PAGE 55:– 2. We were going (We were going to go) 3. I was going to 4. They were going to 5. We were going (We were going to go) 6. We were going to 7. They were going to 8. he was going to 9. I was going to 10. I was going to 11. They were going to 12. they were going to 13. We were going (We were going to go) 14. I was going to

PAGE 56:– 1. are – leaving – is leaving 2. is coming 3. are you going – is going 4. is sailing 5. is Mr. Smith coming 6. is leaving 7. I am going 8. is arriving 9. are you going – Is your wife going 10. is leaving 11. are coming 12. is going – is not going 13. is your friend arriving 14. is coming 15. is

flying 16. am leaving 17. is Mr. Smith leaving 18. is taking

PAGE 57:- 1. We can't meet you 2. You may not sit here 3. We shouldn't tell her 4. He may not leave on 5. They can't go by 6. We mustn't wait here 7. I can't understand him 8. She shouldn't sit near 9. We mustn't do 10. She can't play 11. He can't understand everything 12. You shouldn't watch television 13. She may not pass her 14. You can't see him later 15. You may not smoke here 16. He can't meet us

PAGE 58:- 1. Must they be there by ten o'clock? 2. Can they both speak English well? 3. Should she spend more time on her English? 4. May you sit in this chair? 5. Can they meet us at two o'clock? 6. May he call us later? 7. Should he eat less meat? 8. Must he tell her the truth? 9. Should we speak to her about it? 10. May they leave now? 11. Can you go by plane? 12. Must you send them a cable? 13. Should she stay at home more? 14. May he wait in his office? 15. Can he go with us to the beach? 16. Must she leave immediately?

PAGE 59:- 2. Where must she wait? 3. Where may you smoke? 4. How sick is he? 5. How well can he understand English? 6. What time should you be here? 7. Why should we tell her about it? 8. Where can he meet us? 9. How tall is he? 10. Where are they? 11. Why must he tell her the truth? 12. What time must you be here? 13. Where should she sit? 14. What kind of person is he? 15. What time is it? 16. Why are both girls absent from class today?

PAGE 60:- a-b. 1. Yes, I can. No, I can't. 2. Yes, I do. No, I don't. 3. Yes, he does. No, he doesn't. 4. Yes, he does. No, he doesn't. 5. Yes, I will. No, I won't. 6. Yes, he will. No, he won't. 7. Yes, I am. No, I'm not. 8. Yes, it is. No, it isn't. 9. Yes, it does. No, it doesn't. 10. Yes, it is. No, it isn't. 12. Yes, I did. No, I didn't. 13. Yes, I did. No, I didn't. 14. Yes, it is. No, it isn't. 15. Yes, it was. No, it wasn't. 16. Yes, he did. No, he didn't. 17. Yes, it is. No, it isn't. 18. Yes, it was. No, it wasn't. 19. Yes, it will. No, it won't. 20. Yes, you may. No, you may not. 21. Yes, I can. No, I can't. 22. Yes, it did. No, it didn't. 23. Yes, I did. No, I didn't. 24. Yes, I was. No, I wasn't. 25. Yes, I will. No, I won't. 26. Yes, it is. No, it isn't. 27. Yes, I have. No, I haven't. 28. Yes, I do. No, I don't. 29. Yes, it is. No, it isn't. 30. Yes, there are. No, there aren't.

PAGE 61:- 1. younger than I 2. older than I 3. bigger than Paris 4. better than the 5. worse than the 6. easier than the 7. more valuable than gold 8. more attractive than her 9. warmer than the 10. more expensive than my 11. more satisfactory than the 12. wider than Broadway 13. more difficult than some 14. is better than that 15. more clever than his 16. hotter than last

PAGE 62:- 2. more carefully than most 3. harder than her 4. longer than we 5. more bravely than anyone 6. more quickly than I 7. more loudly than 8. sooner than we 9. farther than we 10. more often than I 11. more frequently

than you 12. earlier than you 13. better than she 14. more easily than 15. better than I 16. sooner than we

PAGE 63:- 1. the oldest 2. the most expensive 3. the worst 4. the most important 5. the largest 6. the most ambitious 7. the most attractive 8. the prettiest 9. the most intelligent 10. the funniest 11. the coldest 12. the best 13. the largest 14. the highest 15. the most comfortable 16. the most difficult

PAGE 64:- a. 1. were eating 2. was raining 3. was having 4. were traveling 5. was sleeping 6. was just ordering 7. were driving 8. was working 9. was just taking 10. was talking 11. were traveling 12. was getting 13. was traveling 14. was shinning 15. were living

PAGE 65:- b. 1. I studied 2. I was studying 3. I was going 4. I went 5. We drove 6. We were driving 7. We were having 8. We had 9. I was coming 10. I came 11. wind was blowing 12. wind blew 13. It rained 14. It was raining 15. sun was shining 16. sun shone 17. I was reading 18. I read 19. I was sleeping 20. I slept 21. Mary was playing 22. Mary played 23. John was taking 24. John took 25. I got up 26. she was getting off

PAGE 66:- c. 1. was walking – met – asked 2. was raining – left 3. fell – hurt – was riding 4. called – were having 5. broke – was living 6. were sitting – drove 7. was getting off – slipped – broke 8. was driving – happened 9. came – was leaving 10. were leaving – called 11. was talking – saw 12. telephoned – was working

PAGE 67:- d. 2. I was talking with Mr. Smith this morning when, etc. 3. I was walking home from 4. I was eating my 5. John was finishing his 6. Mary was speaking to Mr. Smith 7. I was writing several 8. He was living in 9. I was getting off the bus 10. I was having lunch

PAGE 68:- 1. will be eating 2. will be traveling 3. will be having 4. will be waiting 5. will be practicing 6. will be raining 7. will be working 8. will be flying 9. will be watching 10. will be taking 11. will be studying 12. will be having 13. will be watching 14. will be taking

PAGE 69:- 1. many 2. much 3. many 4. much 5. much 6. much 7. many 8. many 9. much 10. much 11. many 12. many 13. much 14. many 15. much 16. much 17. many 18. many

PAGE 70:- a. 2. John doesn't like to play tennis either. 3. They don't want to move to the suburbs either. 4. He won't come either. 5. He doesn't eat in that restaurant either. 6. We can't play baseball either. 7. He doesn't like American food either. 8. She isn't able to hear him either. 9. They don't like to listen to the radio either. 10. Mr. Johnson isn't an Englishman either. 11. She can't play this game either. 12. This book wasn't expensive either.
b. 2. She also likes to watch television. – She likes to watch television too, etc. 3. Helen can also swim well. 4. She was also able to speak to him. 5.

They also want to live in the suburbs. 6. She will also be back before noon.
7. He also comes to school by bus. 8. She is also a studious person.

PAGE 71:- a. 1. There aren't any extra 2. We didn't see any good 3. He didn't make any mistakes 4. They don't have any pretty 5. The teacher didn't teach us any important 6. We didn't learn any new 7. There aren't any flowers 8. There aren't any rich 9. We haven't any good 10. Don't give me any coffee. 11. The doctor didn't give her any pills 12. We don't need any more 13. I didn't buy any stamps 14. He didn't tell us about any of 15. There aren't any good 16. We don't need any oranges. 17. You won't need any warm 18. There aren't any boys

PAGE 72:- b. 1. any 2. some 3. any 4. any 5. some 6. any 7. any 8. any 9. some - any 10. any - some 11. some 12. any 13. any 14. some 15. some - any 16. any 17. any - any 18. any 19. some 20. any 21. some 22. some - any 23. any 24. some

PAGE 73:- 1. He didn't tell us anything about 2. There isn't anyone at 3. You didn't leave anything on 4. He won't bring anyone with 5. I didn't lose the book anywhere on 6. There isn't anybody in 7. She didn't go anywhere last 8. He hasn't anything important 9. He doesn't know anything about 10. There isn't anything the 11. She didn't give us anything to 12. I believe there isn't anyone at 13. There isn't anything wrong 14. He didn't speak to anybody about 15. He didn't meet them anywhere in 16. There doesn't seem to be anybody in

PAGE 74:- a. 2. ours 3. hers 4. yours 5. mine 6. his 7. yours - mine 8. hers - mine 9. yours 10. yours 11. hers 12. theirs - ours 13. yours - mine 14. mine 15. mine 16. ours 17. mine 18. yours

PAGE 75:- b. 3. is hers 4. is mine 5. is Mary's 6. is Mr. Smith's 7. are theirs 8. are ours 9. are theirs 10. isn't mine 11. is his 12. is Mrs. Jones' 13. is Jim's 14. are ours - are theirs 15. is mine - is yours 16. is his 17. is the teacher's 18. are theirs 19. is our landlord's 20. isn't mine; it is my father's 21. is mine - is Jim's 20. is Jim's little brother's

PAGE 76:- c. 2. my - hers 3. ~~their~~ - ours 4. our - theirs 5. my - his 6. their - ours 7. my - yours 8. his - hers 9. his - yours 10. their - ours 11. my - hers 12. my - hers 13. our - theirs 14. his - mine 15. his - his 16. my - hers 17. our - theirs 18. your - mine 19. their - ours 20. our - theirs

PAGE 77:- a. 1. herself 2. ourselves 3. herself 4. themselves 5. ourselves 6. themselves 7. himself 8. yourself (yourselves) 9. yourself (yourselves) 10. myself 11. myself 12. herself 13. himself 14. herself 15. itself 16. itself 17. ourselves 18. yourself (yourselves)

PAGE 78:- b. 1. himself 2. myself 3. herself 4. himself 5. ourselves 6. himself 7. herself 8. myself 9. themselves 10. himself 11. themselves 12. himself 13. myself 14. yourself 15. themselves 16. himself 17. themselves 18.

yourself (yourselves)

PAGE 79:- 2. by themselves 3. by myself 4. by herself 5. by himself 6. by himself 7. by himself 8. by herself 9. by yourself (yourselves) 10. by myself 11. by themselves – by themselves 12. by oneself 13. by herself 14. by myself 15. by himself 16. by itself 17. by himself 18. by themselves

PAGE 80: 1. have spoken 2. have finished 3. has visited 4. has returned 5. have lost 6. have been 7. have studied 8. have learned 9. have told 10. have heard 11. have lent 12. has gone 13. has made 14. has seen 15. has made and has lost

PAGE 81:- 1. have visited 2. went 3. have read 4. read 5. have been 6. has had 7. fell 8. saw 9. jumped . . . ran 10. have tried 11. went 12. have completed 13. started 14. had 15. have given 16. never . . . been 17. was 18. have learned 19. began . . . ended 20. has lost

PAGE 82:- 1. we have lived for 2. We lived in 3. John worked as 4. he has worked as 5. I studied with 6. I have studied with 7. she has spoken English 8. John worked hard 9. John has worked hard 10. Smith left New . . . and has worked in 11. has studied English 12. myself have studied English 13. hospital, has been there 14. John felt very 15. We bought this . . . and have driven it 16. I have never been further

PAGE 83:- 2. They have been talking for 3. They have been traveling all 4. He has been sleeping for 5. It has been raining all 6. He has been studying English 7. We have been using this 8. He has been teaching English 9. They have been living in 10. The two nations have been quarreling between 11. She has been taking good 12. They have been looking everywhere 13. He has been doing very 14. John has been working very 15. They have been arguing about

PAGE 84:- a-b. 1. He hasn't worked – Has he worked 2. She hasn't been – Has she been 3. They haven't been – Have they been 4. He hasn't spoken – Has he spoken 5. You haven't been – Have you been 6. He hasn't been – Has he been 7. She hasn't been – Has she been 8. They haven't been – Have they been 9. She hasn't been – Has she been 10. They haven't returned – Have they returned 11. He hasn't known – Has he known 12. John hasn't found – Has John found 13. They haven't been – Have they been 14. He hasn't told – Has he told 15. Mr. Reese hasn't left – Has Mr. Reese left 16. They haven't been – Have they been 17. He hasn't been – Has he been 18. They haven't been – Have they been

PAGE 85:- c. 2. How long have they been 3. How long have they been 4. How long has he been 5. How long has she been 6. How long have they been 7. How long have they been 8. How long has he been 9. How long has it been 10. How long has she been 11. How long has he been 12. How long have they been occupying 13. How long has he been 14. How long has she been 15. How long have they been 16. How long has the dog been 17. How

long has he been 18. How long has she been

PAGE 86:— a. 2. since 1968 (?) 3. since June (?) 4. since Wednesday (?) 5. since Tuesday (?) 6. since last year (?) 7. since 7 o'clock (?) 8. since Tuesday (?) 9. since 1 o'clock (?) 10. since June (?)
b. 2. for two months (?) 3. for sixteen years (?) 4. for many years (?) 5. for two hours (?) 6. for many years (?) 7. for fourteen years (?) 8. for a week (?) 9. for three days (?) 10. for six months (?)

PAGE 87:— a. 1. yet 2. already 3. yet – yet 4. already 5. already 6. already 7. yet 8. yet 9. yet – yet 10. yet 11. yet 12. already
b. 2. No, the mail hasn't arrived yet. – Yes, the mail has already arrived. 3. No, I haven't finished my homework yet. – Yes, I have already finished my homework. 4. No, Mr. Smith hasn't returned from lunch yet. – Yes, Mr. Smith has already returned from lunch. 5. No, I haven't paid that bill yet. – Yes, I have already paid that bill. 6. No, the class hasn't begun yet. – Yes, the class has already begun. 7. No, George hasn't found a job yet. – Yes, George has already found a job. 8. No, the boat hasn't sailed yet. – Yes, the boat has already sailed. 9. No, I haven't bought the tickets for the game yet. – Yes, I have already bought the tickets for the game. 10. No, I haven't ridden in John's new car yet. – Yes, I have already ridden in John's new car.

PAGE 88:— a. 1. said 2. told 3. told 4. told – said 5. tell – said 6. said 7. told 8. told – tell 9. told 10. tell

PAGE 89:— 11. told – said 12. said 13. Tell – told – said 14. tells – tell 15. said 16. told 17. told 18. tell 19. said 20. told 21. said 22. told 23. told 24. told 25. tell 26. told

PAGE 90:— b. 2. John told me that 3. She told me that 4. Mr. Smith told me that 5. George told me that 6. I told him that 7. The student told me that 8. The man told me that 9. The farmer told me that 10. The man told me that 11. He also told me that 12. Helen told me that
c. 2. She said that 3. I said that 4. We said that 5. The teacher said that 6. The doctor said that 7. He said that 8. I said that 9. We said that 10. I said that 11. He said that 12. I said that

PAGE 91:— a. 2. Jane may help 3. John may be at 4. Mr. Smith may lend 5. She may telephone 6. William may offer 7. The weather may get 8. She may be sick 9. You may feel 10. It may not 11. We may be 12. He may not 13. They may go 14. They may go
b. 2. He may pass all his examinations. I'm not sure, etc. 3. Mr. Smith may be back by 4. John may drive us to 5. I may be going to the 6. I may be going to Europe 7. Helen may wait for us 8. I may see John 9. George may lend us 10. Mr. and Mrs. Smith may take the children

PAGE 92:— 1. had looked 2. had left 3. had captured 4. had gone 5. had taken 6. had made 7. had met 8. had left 9. had happened 10. had been 11.

had given 12. had prepared 13. had done 14. had had 15. had seen

PAGE 93:- 1. as tall as 2. as large as 3. as wide as 4. as intelligent as 5. as early as 6. as beautifully as 7. as quickly as 8. as fast as 9. as well as 10. as carefully as 11. as regularly as 12. as early as 13. as easily as 14. as hard as 15. as soon as 16. as cold today as 17. as good as 18. as often as

PAGE 94:- a. 2. She said she could not do 3. She said her name was Smith. 4. I thought I could finish 5. predicted that it would rain 6. Mr. Smith said he was very 7. complained that she had a 8. He thought he might finish 9. I did not think I could complete 10. promised that the error would not 11. He said the mail would certainly be 12. students thought they were making 13. They said the weather would probably 14. I thought it would rain 15. He hoped he could get 16. I didn't think I would see 17. She said she might be 18. I thought he was out

PAGE 95:- 19. He said he could not do 20. complained that nobody believed a 21. I was certain . . . would go 22. He told me that prices were sure 23. promised faithfully that he would deliver 24. He hoped he might reach 25. He said that he had known 26. She said she had lived 27. She thought she could get 28. He said he was taking 29. declared that the prisoner was guilty 30. They felt sure the battle would be 31. I wondered what . . . chairman would introduce 32. He swore he had never

b. 2. They think they have found . . . they are mistaken 3. He thinks the mail will surely 4. The paper says it will rain 5. She says her name is Jones 6. He says that he is too 7. I do not think he can finish 8. He says he'll be 9. I do not think she'll come 10. Does he say he'll call 11. She promises faithfully she'll try 12. He tells me he thinks prices are going 13. He says he has found 14. She says she can't understand what I mean.

PAGE 96:- 2. They have to stay there 3. You have to send it 4. He has to have more practice 5. They have to help her 6. You have to speak 7. He has to spend 8. You have to write 9. We have to leave 10. We have to learn 11. You have to insure 12. I have to take 13. He has to give 14. They have to spend 15. You have to pay 16. You have to help her in every way possible.

PAGE 97:- a-b. 2. She had to have . . . will have to have 3. We had to do this . . . will have to do this 4. Everyone had to work . . . will have to work 5. He had to learn . . . will have to learn 6. had to go . . . will have to go 7. She had to return . . . will have to return 8. He had to see . . . will have to see 9. You had to lend . . . will have to lend 10. You had to spend . . . will have to spend 11. They had to leave . . . will have to leave 12. We had to remain . . . will have to remain 13. You had to send it . . . will have to send it 14. He had to give . . . will have to give 15. They had to converse . . . will have to converse 16. He had to have . . . will have to have . . .

PAGE 98:- a-b. 2. They don't have to - Do they have to 3. I don't have to - Do I have to. 4. He didn't have to - Did he have to 5. They didn't have to - Did they have to 6. She doesn't have to - Does she have to 7. He doesn't have

to - Does he have to 8. We didn't have to - Did we have to 9. They didn't have to - Did they have to 10. They don't have to - Do they have to 11. I don't have to - Do I have to 12. We didn't have to - Did we have to 13. He doesn't have to - Does he have to 14. They didn't have to - Did they have to 15. They don't have to - Do they have to 16. She doesn't have to - Does she have to

PAGE 99: c. 2. How long did they have to wait there? 3. Why did the children have to stay indoors? 4. Why did they have to leave the party early? 5. When does he have to go to New York? 6. How long will he have to stay there? 7. How much did they have to pay the doctor? 8. When do I have to go to the dentist again? 9. What time will you have to come back? 10. Why does he have to go to the post-office? 11. How many new words does each student have to learn every day? 12. How often does she have to go there? 13. How much did they have to leave as a deposit? 14. What time does he have to leave? 15. Where do you have to sign your name? 16. Why does Mary have to do all the housework?

PAGE 100: - a. 1. at 2. on 3. into 4. out of 5. into 6. from 7. of 8. into 9. on 10. at ... in 11. in ... at 12. from 13. on 14. in 15. at ... of 16. of 17. of 18. at ... on 19. out of 20. over 21. at ... of 22. under 23. to 24. at ... in 25. up ... at 26. on ... off 27. for ... in ... off 28. into ... through

PAGE 101: - b. 1. in 2. by 3. for 4. since 5. for 6. since 7. until 8. for 9. in ... At 10. in ... to 11. for 12. at ... at 13. in 14. at ... of 15. by 16. from ... to 17. in ... to 18. from ... to 19. during 20. at 21. in 22. in 23. at ... at 24. since 25. at 26. in 27. for

PAGE 102: - c. 1. by 2. with 3. in 4. at 5. by ... by 6. with 7. of 8. for 9. in 10. over 11. for 12. by ... by 13. with 14. in 15. By 16. by 17. in ... with 18. into 19. on 20. of 21. for 22. to ... of 23. to 24. for ... with 25. between 26. from 27. in ... with 28. At ... in ... of ... for ... in

PAGE 103: - a. 1. That letter was written by John. 2. That house was destroyed by fire. 3. The concert was enjoyed very much by the audience. 4. That book was taken from the desk by Mary. 5. That letter will be delivered by John. 6. The report has been finished by Mary. 7. The tickets will be left in the box office by Mr. Smith. 8. A box of flowers has just been left for you by the messenger. 9. The thief was easily captured by the police. 10. The lecture was attended by many people. 11. We were very much disappointed with the movie. 12. The export division is managed by Mr. Jones. 13. The money was returned by John last night. 14. The cake was eaten by the little boy.

b. 1. John Smith wrote this book. 2. The fire destroyed the entire city. 3. The enemy captured the town. 4. An unknown person stole the money. 5. Mary found the book. 6. John returned the book. 7. The little boy tore the book.

PAGE 104: - c. 1. Our exercises are corrected by the teacher at home. 2. A

dancing class was started by them last week. 3. The accident was seen by Mr. Smith. 4. The report was left on the desk by him. 5. This film will soon be seen by everybody. 6. The report has just been finished by him. 7. The war was followed by an economic crisis. 8. My book was taken by somebody. 9. Our written work was returned to us by the teacher. 10. This book was bought by him yesterday. 11. By noon the report had been finished by her. 12. The little boy was bitten by the mad dog. 13. The smoke was blown away by the wind. 14. Mr. Smith was chosen for president by the committee. 15. The plate and the glass were broken by the maid. 16. The street was lined by tall telegraph poles. 17. The event was immediately reported by the newspapers. 18. The sound of music was heard by us. 19. Five men were arrested by the police. 20. America was discovered by Columbus in 1492. 21. He was ordered to take a long rest by the doctor. 22. The house was struck by lightning.

PAGE 105:- 1. Those letters must be finished by us by five o'clock. 2. It should be sent to us at once by them. 3. The mail is being delivered now by the mailman. 4. It has to be finished by him today. 5. He is being held for further questioning by the police. 6. A new group may be organized by them next week. 7. The package ought to be sent by you by airmail. 8. The city is being defended bravely by the citizens. 9. The meeting cannot be held by them in that room. 10. The merchandise may be delivered by them while we are out. 11. The bill has to be paid by him before the first of the month. 12. The bill must be paid by him before the first of the month. 13. That question is being debated by Congress today. 14. For the time being, that group is being taught by Mr. Smith. 15. The plant ought to be watered by you once a week. 16. The merchandise is being shipped by the company today. 17. They must be warned of the danger by us. 18. The house couldn't be sold by them at that price. 19. Mr. Smith is being sent to Europe by them on a special mission. 20. The package should be insured by you.

PAGE 106:- a-b. 1. He was not sent – Was he sent 2. This must not be finished – Must this be finished 3. The letter has not yet – Has the letter been sent already 4. The book was not published – Was the book published 5. The class is not taught by – Is the class taught by 6. The merchandise is not being sent – Is the merchandise being sent 7. The thief has not been caught by – Has the thief been caught by 8. The fire was not started by – Was the fire started by 9. The chairs have not been put in – Have the chairs been put in 10. The jewels were not stolen by – Were the jewels stolen by 11. The book will not be – Will the book be 12. The lecture was not attended by – Was the lecture attended by 13. The first prize was not won – Was the first prize won 14. The accident was not caused by – Was the accident caused by 15. Our exercises are not corrected – Are our exercises corrected 16. The house was not completely destroyed – Was the house completely destroyed 17. The tickets were not purchased – Were the tickets purchased 18. The bridge was not designed by – Was the bridge designed by 19. The contract will not be signed – Will the contract be signed 20. The package should not be sent – Should the package be sent 21. The cries of the child were not heard – Were the cries of the child heard 22. The house was

not struck by – Was the house struck by

PAGE 107:– c. 2. How was the building destroyed? 3. When will the merchandise be delivered? 4. By whom had the money been stolen? 5. Where was the child finally found? 6. In what kind of accident was he injured? 7. What time is the mail delivered? 8. By whom must the contract be signed? 9. Where will the tickets be left? 10. In what year was America discovered? 11. Where was the book published? 12. What was he operated on for? 13. Why was the boy punished? 14. Where was the note left? 15. In what month was the city captured by the enemy? 16. Where was the money put? 17. When will the bridge be finished? 18. By whom was it designed?

PAGE 108:– 1. were supposed to send 2. was supposed to sail 3. was supposed to come 4. is supposed to be 5. is supposed to bring 6. was supposed to be written 7. was supposed to mail 8. is supposed to leave 9. was supposed to take 10. supposed to meet 11. is supposed to meet . . . is supposed to meet 12. supposed to write 13. am supposed to be 14. is supposed to take 15. is supposed to be published

PAGE 109:– 2. I never used to make 3. The accounting department used to be on 4. John used to be a good student and used to work hard 5. I used to buy 6. This building used to be occupied 7. Mr. Smith used to have 8. John used to play 9. Mr. Smith used to go 10. He never used to do 11. He used to take a great 12. All meetings used to be held 13. Mr. Jones used to be the 14. I used to smoke 15. Mr. Reese used to work 16. I never used to catch

PAGE 110:– 2. They'd rather walk to school 3. We'd rather spend the summer at home than in 4. The doctor says that he'd rather examine 5. I'd rather not mention 6. I'd rather eat at home than in 7. He'd rather meet us 8. I'd rather speak 9. I'd rather drive a small car than 10. She'd rather study in this class than in the advanced class 11. I'd rather do 12. He'd rather live 13. I'd rather live 14. I'd rather work 15. I'd rather see 16. He'd rather attend; I'd rather go

PAGE 111:– 2. She'd better rest 3. She'd better stop 4. She'd better not see 5. They'd better save 6. You'd better not mention 7. You'd better send 8. She'd better see 9. You'd better not tell 10. Charles had better spend more 11. They'd better notify 12. You'd better not give 13. He'd better not drive 14. He'd better prepare 15. You'd better tell

PAGE 112:– 1. doesn't she? 2. hasn't he? 3. isn't he? 4. doesn't she? 5. can't she? 6. didn't you? 7. isn't it? 8. wasn't it? 9. don't you? 10. don't they? 11. won't you? 12. haven't you? 13. aren't they? 14. doesn't it? 15. doesn't it? 16. aren't they?

PAGE 113:– a. 1. does she? 2. have you? 3. will you? 4. is it? 5. was it? 6. did they? 7. did she? 8. was he? 9. does she? 10. will he? 11. does it? 12. did you? 13. have I? 14. is she? 15. have you? 16. can he?

PAGE 114: b. 1. didn't he? 2. isn't he? 3. has she? 4. isn't it? 5. don't you? 6. weren't you? 7. don't they? 8. do they? 9. doesn't it? 10. will we? 11. didn't you? 12. did you? 13. can't she? 14. does he? 15. isn't it? 16. doesn't it? 17. isn't she? 18. hasn't she? 19. isn't it? 20. isn't there? 21. isn't it? 22. didn't they?

PAGE 115: c d e. 1. doesn't he; spoke - didn't he; will speak - won't he 2. doesn't she; wrote - didn't she; will write - won't she 3. isn't he; was - wasn't he; will be - won't he 4. doesn't he; made - didn't he; will make - won't he 5. doesn't she; spent - didn't she; will spend - won't she 6. doesn't he; came - didn't he; will come - won't he 7. isn't he; was - wasn't he; will be - won't he 8. aren't there; were - weren't there; will be - won't there 9. aren't they; were - weren't they; will be - won't they 10. don't they; watched - didn't they; will watch - won't they 11. don't you; enjoyed - didn't you; will enjoy - won't you 12. isn't it; was delivered - wasn't it; will be delivered - won't it 13. don't you; spent - didn't you; will spend - won't you 14. doesn't she; had to work - didn't she; will have to work - won't she 15. isn't he; was - wasn't he; will be - won't he 16. don't you; had - didn't you; will have - won't you 17. doesn't it; arrived - didn't it; will arrive - won't it 18. don't they; visited - didn't they; will visit - won't they 19. don't you; got - didn't you; will get - won't you 20. doesn't he; sat - didn't he; will sit - won't he 21. doesn't she; worked - didn't she; will work - won't she 22. isn't she; was - wasn't she; will be - won't she

PAGE 116:- a. 1. It is 2. There is 3. There is 4. It is 5. It is 6. It is 7. There is 8. There is 9. It is 10. It is 11. It is 12. It is 13. There is 14. There is 15. It is

PAGE 117:- b. 1. It 2. There 3. It 4. It 5. There 6. It 7. It 8. There 9. It 10. It 11. There 12. It 13. It 14. There 15. It 16. It 17. There 18. It 19. There 20. It 21. There 22. It 23. It 24. There

PAGE 118:- c. 2. It is very important to learn 3. It is very interesting to study 4. It is foolish to pay 5. It is very dangerous to drive 6. It is very interesting to travel 7. It is often very helpful to be able 8. It is not fair to blame 9. It is not interesting to many students to study 10. It is important to understand 11. It is almost impossible for me to get 12. It is faster to go there by bus than to go by car 13. It is not easy for a soprano to sing 14. It will be very difficult to explain 15. It is not necessary to speak 16. It is very foolish to work 17. It will be very pleasant to spend 18. It is useless to telephone 19. It is unwise to eat 20. It is not easy to accept 21. It is impossible to be

PAGE 119:- d. 2. There are a lot 3. There are two 4. There are several 5. There is a 6. There is a 7. There are a lot 8. There are two 9. There is a 10. There are two 11. There is only 12. There are two 13. There is a 14. There are several 15. There are a lot 16. There is a 17. There is an 18. There are curtains 19. There are a lot 20. There is a 21. There is a 22. There are two 23. There are some

PAGE 120: 1. taking 2. studying 3. going 4. waiting 5. buying 6. traveling
7. coming 8. listening 9. talking 10. holding 11. receiving 12. painting 13.
hitting 14. taking 15. going 16. making

PAGE 121: a. 1. in seeing 2. of swimming 3. in spelling 4. telephoning 5. of
seeing 6. of waiting 7. reading 8. from finishing 9. of finding 10. in helping
11. attending 12. of moving 13. on helping 14. in teaching 15. about starting
16. of leaving 17. to seeing 18. of seeing

PAGE 122: b. To be completed by the students in their own words

PAGE 123: a-b. 1. intends taking – intends to take 2. likes taking – likes to
take 3. neglected speaking – neglected to speak 4. prefer meeting – prefer to
meet 5. start working – start to work 6. continue taking – continue to take 7.
loves working – loves to work 8. intends leaving – intends to leave 9. hates
leaving – hates to leave 10. start coming – start to come 11. likes
studying – likes to study 12. prefers taking – prefers to take 13. begin
increasing – begin to increase 14. continuing building – continuing to build
15. hates doing – hates to do 16. ceased making – ceased to make

PAGE 124: 1. will have completed 2. will have seen 3. will have forgotten
4. will have died 5. will have been finished – will have been turned in 6. will
have finished 7. will have been 8. will have forgotten 9. will have become
10. will have learned 11. will not have learned 12. will have been signed 13.
will have learned 14. will have taken

PAGE 125: a. 1. comes 2. is teaching – is substituting 3. was working 4. are
having 5. came 6. was coming – met – asked 7. have been 8. is ringing 9. had
seen 10. have read 11. will have completed 12. came – was leaving 13. was
shining 14. begins – ends 15. go 16. is knocking 17. has been heard

PAGE 126: 18. has been studying 19. studied 20. is coming 21. was
studying 22. were driving – had 23. jumped 24. had come – left 25. fell – was
crossing 26. had taken

b. 1. was doing 2. have captured 3. is crossing 4. walks 5. had left 6. had
improved – was talking

PAGE 127: 7. will have been 8. had written 9. studies – see – is studying
10. will be doing – call 11. were you doing 12. has Harry been 13. was – has
been 14. are you going 15. had shot 16. was shining – had disappeared 17.
began – ended – had met 18. was feeling – had drunk 19. tell – flatter 20. had
lost

PAGE 128: 1. cafeteria yesterday 2. John has usually been 3. He often
goes 4. He seldom stayed 5. losses cheerfully 6. piano well 7. our home
tonight 8. He has never 9. lesson carefully 10. always late 11. always
prepared 12. in the park on Sunday

PAGE 129: 13. We usually go 14. Do you ever 15. I never go 16. that

matter on Tuesday 17. an answer in the morning 18. Have you ever 19. Do you usually 20. Have you ever 21. your exercises yet 22. I have often 23. Have you ever 24. Has he always 25. I have never been 26. that book twice 27. I have never - Have you ever 28. Washington's home last week 29. He is often 30. for Chicago tomorrow 31. Does he sometimes 32. Does he generally 33. Has he always 34. Nobody has ever 35. his work cheerfully 36. He rarely does his exercises carefully 37. for California tomorrow 38. I met him there yesterday

PAGE 130:- 1. He has been in this country two years. 2. He is now studying English at Columbia University. 3. He was so excited he could hardly think. 4. The light was so bright that we had to cover our eyes from time to time. 5. John said that he had already had three drinks. 6. I didn't even know that it was John who was calling me. 7. Is it correct that in English you must always keep the tongue high in the mouth? 8. In European languages we keep the tongue more in the bottom of the mouth. 9. He sometimes comes to our house for the lesson, and I sometimes go to his. 10. I used to like the theater very well, but now I go to the movies every night. 11. Of course, I always speak German with my family and friends. 12. He is now studying French as well as English. 13. He has been here two years, or perhaps it is even more than that. 14. It was so cold that summer that we had to wear our overcoats now and then. 15. I have to write many letters in English every day. 16. He said that he had already seen that movie. 17. He seldom comes to the lesson on time. 18. He gave me your message this morning. 19. Please read the whole sentence slowly. 20. We went to the theater last night.

PAGE 131:- a. 1. anymore 2. still 3. still 4. anymore 5. anymore 6. anymore 7. anymore 8. anymore 9. still 10. still 11. still 12. anymore 13. still 14. still 15. anymore

b. 2. He isn't president of the club anymore. 3. They don't live on State Street anymore. 4. They don't visit each other regularly anymore. 5. He is not in love with her any more. 6. They are not living in Caracas anymore. 7. We don't see them at the club on Saturday nights anymore. 8. It is not raining anymore.

PAGE 132:- 2. said that the train would arrive 3. said that he had to finish 4. said that Mr. Smith would improve 5. told me that he was leaving 6. said that everyone had to 7. said that he had seen 8. said that she had read 9. told John that she could not go . . . movie with him 10. said that he had finished 11. remarked that John spoke 12. told me that he would not see 13. said that he would refuse 14. said that he certainly hoped it wouldn't rain 15. said that he could meet 16. said that he was 17. told me that the lights had gone 18. said that the telephone was 19. said that he would never speak 20. I told the clerk clearly that I had already paid

PAGE 133:- a. 1. asked the clerk how much this cost 2. asked me where I was going 3. asked whether I was going to 4. asked whether I had mailed . . . for him 5. asked me where I was going on my 6. asked her whether she

liked 7. asked me how I was 8. asked the shopkeeper what the price . . . was 9. asked me when I would get back . . . my 10. asked her what time it was 11. asked how long it took 12. asked whether it took longer 13. asked me what time it was 14. asked me how long I had studied

PAGE 134:- b. 1. where I was 2. his name is 3. it is 4. she lives 5. my car cost 6. he put 7. we have 8. it is 9. he is 10. I was 11. she lives 12. she lived 13. she was 14. I had studied 15. he was 16. Helen is 17. I put 18. he lives 19. I would 20. I was 21. he could 22. I was

PAGE 135:- c. 2. He wants to know where . . . went 3. I wonder what . . . it is 4. wants to know . . . letter is 5. like to know . . . how much this costs 6. wants to know . . . how he is 7. seems to know . . . when he is 8. asked me when Mr. Smith would get 9. didn't know what the price . . . was 10. know where he is 11. asked whether he had finished 12. ask him whether he lives 13. forget where I put it 14. asked him what it meant 15. know where she is going 16. tell me what time he was coming 17. any idea where it is 18. don't know whether she took 19. know how well she speaks 20. sure whether he is coming 21. tell anyone where he was going 22. don't know whether he returned

PAGE 136:- a. 1. told me to wait 2. told us not to make 3. told me to try 4. begged me please to send 5. asked us please to sit 6. told me not to forget 7. asked us please to be . . . when we wrote our 8. told me angrily not to make 9. said to come 10. told him not to call 11. begged me please not to mention 12. told the boy to put 13. told us to write our 14. told him never to try
b. 2. The teacher told me to stay 3. The teacher told me not to make 4. The teacher told me to look . . . but not open it 5. The teacher told me to stop talking 6. The teacher told me to sit . . . in my seat 7. The teacher told me to be quiet while she was talking. 8. The teacher told me to pay . . . what she says

PAGE 137:- 1. said the students needed - said these exercises were difficult for him - said he didn't feel - said nobody could do - said he would be - said he might be - said he had already seen 2. asked me where that girl lived - asked me how old I was - asked me what time it was - asked me where I was going - asked me how long I had studied - asked me whether I liked 3. don't know where she lives - don't know what time it is - don't know where John went - don't know whether Helen speaks - don't know how long she has been studying - don't know what her first name is 4. told him to wait - told him to come - told him not to mention - told him to do - told him not to go

PAGE 138:- a-b. 1. He should try - He ought to try 2. They should not make - They ought not to make 3. I should spend - I ought to spend 4. He should not smoke - He ought not to smoke 5. You should learn - You ought to learn 6. You should ask - You ought to ask 7. He should take - He ought to take 8. You really should go - You really ought to go 9. Someone should tell - Someone ought to tell 10. No one should spend - No one ought to spend

11. He should not waste - He ought not to waste 12. I should write - I ought to write 13. You should not work - You ought not to work 14. You should rest - You ought to rest 15. We should pay - We ought to pay

PAGE 139:- a. 2. You should have gone 3. She ought to have prepared 4. You should have written 5. You ought not to have said 6. We ought to have telephoned 7. You should have visited 8. She ought to have been put 9. The letter should have been sent 10. You should have spoken 11. They ought to have had 12. He should have told 13. You should have paid 14. We should have gone 15. You ought to have put 16. You shouldn't have been so generous

PAGE 140:- b. 2. but you should have waited on the corner of 35th Street 3. he should have sent it by air mail 4. but she should have come at six o'clock 5. but I should have gone to Grand Central Station . . . etc. etc.

PAGE 141:- a. 1. he will pass 2. I will go 3. I will give 4. he will . . . succeed 5. we will be 6. he will find 7. he will have 8. we will go 9. I will speak 10. I will go

b. 1. find 2. is 3. turn 4. save 5. drive 6. calls 7. learn 8. go 9. is 10. study

PAGE 142:- a. 1. I would speak 2. he would make 3. we would take 4. he would not feel 5. he would have 6. people would respect 7. I would read 8. he would get

b. 1. If I owned 2. If she worked 3. If I knew how 4. If he knew more 5. If he did not waste 6. If we left 7. If you took 8. If I did not have

PAGE 143:- a. 1. If I were 2. If today were 3. If I were 4. If today were 5. If the weather were 6. If John were 7. If you were

b. 1. I would feel 2. they would not be able 3. I would go 4. she would know 5. I would tell 6. I would live 7. he would try

PAGE 144:- a. 1. he would have passed 2. he would have been 3. I would have come 4. we would have gone 5. you would not have caught 6. I would have written 7. I would have gone 8. I would have helped

b. 1. If I had known 2. If the weather had been 3. if I had known 4. if I had worn 5. If he had studied 6. If I had received 7. If you had told 8. If I had had

PAGE 145:- a-b. 2. If she studied, she would pass; If she had studied, she would have passed 3. If I had, I would buy; If I had had, I would have bought 4. If I saw, I would give; If I had seen, I would have given 5. If you turned, we would be; If you had turned, we would have been 6. If she saved, she would be able; If she had saved, she would have been able 7. If the weather were, we would go; If the weather had been, we would have gone 8. If he had, he would go; If he had had, he would have gone 9. If they worked, they would learn; If they had worked, they would have learned 10. If you went, you would have; If you had gone, you would have had 11. If John were, the party would be; If John had been, the party would have been 12.

If we hurried, we could get; If we had hurried, we could have gotten 13. If he worked, he might get; If he had worked, he might have gotten 14. If I didn't have to study, I would go; If I hadn't had to study, I would have gone 15. If they invited, I would go; If they had invited, I would have gone 16. If it rained, we wouldn't go; If it had rained, we wouldn't have gone 17. If they lent, I would be able; If they had lent, I would have been able 18. If I felt, I would go; If I had felt, I would have gone 19. If I were not, I would be glad; If I had not been, I would have been glad

PAGE 146:— c. 2. I am not in Florida now, but if I were, I would go swimming 3. I don't like to swim, but if I did, I'd buy a white bathing suit 4. I haven't enough money to buy a new car, but if I had, I'd buy a small car 5. I can't type well, but if I could, I'd buy a portable typewriter 6. I am not in your position, but if I were, I'd live in the country . . . etc. etc.
2. I didn't know his name, but if I had known it, I would have spoken to him 3. I didn't have a car last winter, but if I had had a car, I would have gone South 4. I didn't know your telephone number, but if I had known it, I would have called you . . . etc. etc.

PAGE 147:— Answers will vary.

PAGE 148:— f. 1. I would tell him 2. I would not have said 3. I had known 4. I would have been glad to. 5. I will stay 6. I want 7. I would like to 8. weather is

PAGE 149:— 9. I would not have punished 10. It would have been a 11. I would not have caught 12. I had known 13. I would not work . . . I would be more 14. I will play 15. I would have caught 16. I had known

PAGE 150:— 1. rings 2. is 3. go 4. get 5. get 6. invites 7. rises 8. call 9. rains 10. gets 11. arrives 12. do not arrive 13. see 14. sit 15. see

PAGE 151:— a. 1. I owned 2. were a 3. had gone 4. had today 5. had had yesterday 6. were in 7. lived 8. I were 9. I could 10. had studied 11. she could 12. I had not spent 13. it were possible 14. weather were
b. 1. I wish you would come back in an hour. 2. I wish, Miss Smith, that you would type this letter right away. 3. I wish you would write your exercises in ink. 4. I wish you wouldn't write your compositions in pencil. 5. I wish you would help me with this problem. 6. I wish you would wait a few minutes.

PAGE 152:— a. 2. and John did too 3. I am too 4. I will too 5. yours is too 6. I did too 7. brother is too 8. his wife has too 9. assistant was too 10. I did too 11. I did too 12. her sister will too 13. they do too 14. she can too 15. Mary has too
b. 2. so did John 3. so am I 4. so will I 5. so is yours, etc.

PAGE 153:— a. 2. I didn't either 3. her sister won't either 4. I haven't either 5. I hadn't either 6. I wouldn't either 7. I can't either 8. I don't either 9.

mine isn't either 10. my wife doesn't either 11. Mr. Reese wasn't either 12. my companion couldn't either 13. your wife won't either 14. they don't either
b. 2. neither did I 3. neither will her sister etc.

PAGE 154: a. 1. doesn't 2. doesn't 3. can't 4. won't 5. did 6. don't 7. is 8. do
9. will 10. has 11. haven't 12. doesn't 13. doesn't 14. isn't 15. don't 16. I'm
not 17. do 18. don't 19. don't 20. I'm not

PAGE 155: b. 1. am 2. did 3. will 4. does 5. is 6. did 7. do 8. has 9. didn't
10. did 11. will 12. will 13. will 14. didn't 15. can't 16. can 17. can 18. will
19. do 20. don't 21. would 22. is 23. can't 24. does 25. can 26. isn't

PAGE 156: a-b. 2. Isn't William taking – Why isn't William taking 3. Won't
Helen be – Why won't Helen be 4. Won't she be – Why won't she be 5. Didn't
William take – Why didn't William take 6. Doesn't Mary like – Why doesn't
Mary like 7. Don't they like – Why don't they like 8. Aren't they
going – Why aren't they going 9. Didn't Mr. Smith come – Why didn't Mr.
Smith come 10. Won't he be here – Why won't he be here 11. Doesn't he
like – Why doesn't he like 12. Hasn't John delivered – Why hasn't John
delivered 13. Doesn't Mr. Smith like – Why doesn't Mr. Smith like 14.
Aren't John and Mary going – Why aren't John and Mary going 15. Didn't
you speak – Why didn't you speak

PAGE 157:– 2. Which month comes 3. What is the chief export 4. Who drove
the car 5. What was the cause 6. Which umbrella belongs 7. Which
notebook is 8. Which bus goes 9. Who lives 10. Which country lies 11. Who
is the best 12. What causes 13. Who has 14. What ocean lies 15. Who won

PAGE 158:– a. 1. must have left 2. She must have taken 3. They must have
gone 4. John must have studied 5. She must have studied 6. servants must
have taken 7. The car must have been stolen 8. You must have worked fast
9. Someone must have told them 10. He must have come
b. 1. She may have taken 2. They may have telephoned 3. I may have left
... or I may have lost 4. They may have been wealthy 5. may have been
stolen 6. The storm may have delayed 7. It may have been John ... or it
may have been Mary 8. She may have gone

PAGE 159: c. 2. I can't find my notebook; I must have left it home 3.
William got very good marks on all his examinations; he must have studied
very hard ... etc. etc.

d. 2. Prof. Smith may have learned Spanish in South America – I'm not sure
3. Helen may have called while I was out – I'm not sure ... etc. etc.

PAGE 160:– a. 2. We must have our house painted 3. I should have my
shoes shined 4. I expect to have my radio repaired 5. I had those letters
mailed 6. My wife had my clothes cleaned 7. I have had my suit pressed 8.
You ought to have the motor in your car checked 9. I must have my shoes
soled and my hair cut 10. She is going to have her nails manicured 11. I
must have my watch repaired 12. I had two teeth pulled

b. Answers will vary.

PAGE 161:- 2. What a beautiful day it is! 3. What a handsome fellow he is! 4. How quickly they have learned English! 5. What a beautiful new car you have! 6. How well Helen drives! 7. How tall he has grown! 8. What a beautiful city Washington is! 9. What good taste she has in everything! 10. What a gorgeous home they have! 11. What a lucky fellow he is to have such a good wife! 12. What a hot day it is! 13. What beautiful weather we are having now! 14. How very old she looks! 15. What an interesting experience it must have been! 16. What a very strange thing it was for him to say!

PAGE 162:- 2. I did write 3. John did take 4. But we did study 5. I do want 6. I did do 7. Do call 8. she does live 9. but he did call 10. but he did discover 11. but they did show 12. but he does attend 13. but I did have 14. Do bring 15. Do visit 16. really does seem

PAGE 163:- 1. about 2. of 3. in 4. to 5. for 6. to 7. for 8. in 9. in 10. by 11. to 12. to 13. at 14. at 15. in 16. from 17. at

PAGE 164:- a-b. 1. The man whom you were speaking to is Dr. Evans. - The man you were speaking to is Dr. Evans. 3. That is the store which I lost my purse in. - That is the store I lost my purse in. 4. He is the kind of salesman whom it is difficult to get away from. - He is the kind of salesman it is difficult to get away from. 5. The person whom you should speak to is Miss Williams. - The person you should speak to is Miss Williams. 6. It is a subject which we will never agree on. - It is a subject which we will never agree on. 7. The thing which they were arguing about was really of little importance. - The thing they were arguing about was really of little importance. 8. It is a place which you will feel at home in. - It is a place you will feel at home in. 9. It was John whom we had to wait for for so long. - It was John we had to wait for for so long. 10. It was Helen whom he borrowed the money from. - It was Helen he borrowed the money from. 11. The room which we study in is on the second floor. - The room we study in is on the second floor. 12. This is the street which they live on. - This is the street they live on. 13. I finally found the book which I was looking for. - I finally found the book I was looking for. 14. The students whom she studies with are mainly from South America. - The students she studies with are mainly from South America. 15. The fellow whom I roomed with was from Chicago. - The fellow I roomed with was from Chicago.

PAGE 165:- 1. history, mathematics, geography, 2. Jones, mechanic, 3. was, of course, 4. Reese, class, 5. not, place, 6. Scranton, Pennsylvania, 23, 1908, 7. cannot, all, 8. way, 9. Brown, cousin, Stroudsburg, 10. you, Jones, February 12, 11. building, town, fact, February 12, 12. tennis, swimming, 13. Yesterday, met, accident, schoolmates, Reese, Smith, 14. day, June 20,

PAGE 166:- 1. John, lazy, 2. (no commas) 3. (no commas) 4. Mary, hair, 5. hands, tar, 6. (no commas) 7. (no commas) 8. Reese, story, 9. Wednesday,

town, 10. Hemmingway, business, Glen Acres, 11. (no commas) 12. nature, childhood, 13. (no commas) 14. (no commas) 15. Bridge, River,

PAGE 167:- 1. favorite city, 2. (no commas) 3. mechanic, 4. (no commas) 5. long time, 6. long time; 7. ambassadors, 8. go, 9. with the results; therefore, 10. results, 11. were cautious, 12. piano, 13. the saxophone; 14. dirty, 15. help you;

PAGE 168:- 1. be completed; 2. room, around, other, then, enough, 3. Williams' store, groceries, repainted; consequence, 4. "I'm sure, Mary," William, "that you . . . house, architect, Mr. W. James." 5. "Of course, Father, it's a pity," said Ellen, "that people don't . . . have done here." 6. Harrisburg, Pa., to Albany, 7. (no commas) 8. We, Mary, Ethel, and I, . . . going; minds, 9. Ben Reese's brother, Henry Reese, 10. Saturday, Jan. 16, 1958, . . . we had had; however, day, Sunday, to me; of course, 11. climbed into the wagon; out, country. It was lovely 12. eleven, meeting, 13. "I believe," . . . visitor, "that Mr. Davis . . . once; realize, naturally, . . . not a pleasant one." 14. Evans, who has, even today, 15. self-educated; . . . intelligent, . . . any college,

PAGE 169:- NO EXERCISES

PAGE 170:- 1. somewhat 2. effect 3. to 4. effects 5. advise 6. into 7. beat 8. no 9. not 10. spilled 11. stole 12. somewhat 13. as far as 14. not 15. affected 16. advice 17. somewhat 18. poured 19. stole 20. pour, spilling

PAGE 171:- NO EXERCISES

PAGE 172:- 1. little 2. am used to 3. too 4. dollar 5. very 6. a night 7. little - a few 8. too 9. used 10. foot 11. feet 12. few 13. too 14. such 15. such 16. much, few 17. am used to 18. ton 19. tons 20. few 21. so pleasant a 22. am used to

PAGE 173:- NO EXERCISES

PAGE 174:- 1. besides 2. taught 3. lay 4. risen 5. set 6. despite the fact 7. have I seen 8. left 9. teach 10. beside 11. taught 12. risen 13. raises 14. take 15. set 16. did the speaker mention 17. wait 18. in spite of the fact 19. could you 20. lying



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